



25 Kingston Street, 4th Floor, Boston, MA 02111 | Phone: 617.423.6633 \* Fax: 617.422.0626 | [www.generationsinc.org](http://www.generationsinc.org)

### **Bookkeeper Position**

Part- Time (Hourly)- Approx. 5 hours per week

Generations Incorporated improves the literacy skills of young children through grade three by engaging professionally trained older adult volunteers as literacy coaches in our partner schools and after-school programs. We serve communities where opportunity gaps exist to ensure all students have the resources to become literacy proficient. Our highly-effective programming annually helps over 3,400 children improve their literacy skills to help them succeed in school and beyond.

Generations Incorporated is an affiliate of AARP Foundation Experience Corps, a national leader in engaging older adult tutors to improve K-3 student literacy.

The bookkeeper will be responsible for ensuring accurate and timely payment of all accounts payable, reconciliation of organization bank accounts, creating reports to track programmatic budget progress, and assisting with organization cash tracking. This position will be hourly for approximately 5 hours each week. Total hours may be less in a week where bills are not due and higher around the 15th and 30th of each month. The bookkeeper will report to the Director of Finance and Administration.

#### Finance Responsibilities

- Process all accounts payable
- Ensure accurate tracking of organization expenses for cash forecasting purposes
- Reconciling bank accounts monthly - Currently includes a checking and two money market accounts
- Create quarterly budget to actual reports for leadership team

#### Skills and Experience Sought

- 1-2 years of work experience
- Strong computer skills required, but training will be provided for accounting software
- Great organizational skills, attention to detail and accuracy with exceptional follow through
- Positive attitude, commitment to organizational mission and appreciation for older adults and intergenerational work

#### Compensation\* and Benefits

The hourly rate for this staff member will be between \$22- \$25 based on experience and skill-related qualifications. Position will be for approximately 5 hours each week, 20-25 per month.

\*This position is also available on a consultant basis.

*Generations Incorporated is an equal opportunity employer,  
committed to creating and supporting a diverse work environment. Candidates of color, bilingual, bicultural and  
LGBTQ+ candidates are strongly encouraged to apply.*