



Inspiring a Future-Ready STEM Workforce

POSITION DESCRIPTION – Bookkeeper

Position Concept

Part-Time: 10-18 hours monthly / Hybrid with some office and remote work. / Flexible Schedule.

General Functions

The Bookkeeper maintains accurate financial records and supports monthly accounting processes for the organization.

POSITION ROLES & RESPONSIBILITIES

- Maintain and reconcile financial records using QuickBooks.
- Prepare, record and categorize transactions accurately.
- Manage accounts payable and accounts receivable.
- Reconcile bank and credit card statements.
- Track and manage credit card expenditures, receipts and payment
- Prepare monthly financial reports and summaries.
- Manage payroll-related recordkeeping.
- Manage and record payments / registration platform transactions (i.e. PayPal, Square, RegFox)
- Organize and maintain electronic financial records and documentation.
- Support tax preparation by ensuring records are accurate and up to date.
- Monitor and record interest payments
- Communicate with the Executive Director and Treasurer on financials

Skills and Qualifications

Required

- 2-Plus years previous bookkeeping experience required.
- Proficiency with QuickBooks Online
- Strong understanding of accounting principles.
- Excellent attention to detail and organizational skills.
- Ability to work independently and meet deadlines.
- Proficiency with Microsoft Office, particularly Excel.
- Experience working with small businesses is a plus
- Non-profit bookkeeping experience preferred
- M7 County resident – ability to periodically work in person

STEM Forward is a leading provider of outreach programs and events emphasizing Science, Technology, Engineering, and Mathematics (STEM) in southeastern Wisconsin. Founded in 1905 as *Engineers & Scientists of Milwaukee* and housed at the Milwaukee School of Engineering, STEM Forward is 501c3 non-profit organization.

Mission: To promote STEM Education and careers to all students through collaboration with business, education, government, and the community.

Vision: *Inspiring a Future-Ready STEM Workforce.*

