

Part-time Business Manager/Bookkeeper for Small Non-Profit

The **Mary Lyon Foundation Inc.** is seeking a part-time business manager/bookkeeper (5-7 hours a week) to oversee its financial operations. The Mary Lyon Foundation is a community based 501(c)3 non-profit organization that supports quality primary and secondary education in the towns of Ashfield, Buckland, Charlemont, Colrain, Hawley, Heath, Plainfield, Rowe, and Shelburne. The goals of the organization are to 1) identify educational needs in the community, 2) develop programs to address those needs, and 3) secure financial resources to fund identified needs and programs.

Essential Functions:

- Maintain an efficient and up-to-date accounting system for disbursements, receipts, cash flow, payroll, and account reconciliations.
- Provide financial statements on a monthly, quarterly, and annual basis to the Co-Executive Directors and the Board.
- Assist with development of budgets, analyses, and budget revisions, to support the management and planning processes.
- Provide co-directors and board with interim reports, technical assistance and expenditure guidance as necessary or as requested.
- Maintain personnel and payroll systems, including state and federal payroll tax filings.
- Maintain the organization's insurance policies, contracts, sub-contracts and leases, including preparation, payment and tracking.
- Coordinate and oversee all external financial/audit activity, providing all materials and information to the auditor as requested by the executive directors/board.
- Attend the foundation's monthly board meetings and events as requested.
- Serve as liaison to key financial services and vendors such as banks and insurance companies.

Minimum Qualifications:

1. Demonstrated ability to work independently 5-7 hours per week.
2. Minimum of five years' experience and demonstrated working knowledge of Quickbooks.
3. Demonstrated ability to create and customize reports in Quickbooks.
4. Thorough understanding and proficiency in general ledger, accounts payables, accounts receivables, payroll, bank reconciliations, 1099 forms, W-2 forms, quarterly payroll filings, payroll taxes, and journal entries.
5. Proven ability to understand and prepare a balance sheet, profit & loss statement, fund balance report, and actual versus budgeted reports.
6. Proven experience in setting up and maintaining proper filing systems for the foundation's record keeping.
7. Experience working with accountant to prepare tax returns and conduct financial reviews.
8. Experience preparing monthly reports for board meetings.
9. Demonstrated strong interpersonal, written and oral communication skills.
10. Well organized with the ability to work both independently and as a member of the team.

The Business Manager/Bookkeeper will report to the Co-Executive Directors. To apply, reply via email to marylyonfoundation@gmail.com with a cover letter, resume and references. For a job description and additional information about the Mary Lyon Foundation, please visit <https://marylyonfoundation.org/>. Position will remain open until filled.