



*Bangor Office: PO Box 653
Bangor, ME 04402
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192
Dover-Foxcroft, ME 04426
(207) 564-8166*

Partners for Peace

Bookkeeper

Job Title: Bookkeeper

Classification: Part-time

Work Hours: 24 hour work week based on three, eight hour days Wednesday through Friday each week.

Location: Partners for Peace Bangor Resource Center

Travel: No travel required

Supervisor: Director of Finance

Pay: \$18.00 - \$20.00 per hour based on experience and education

Partners for Peace Mission & Vision

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

Purpose of position: Partners for Peace is seeking an experienced and detailed-oriented bookkeeper to assist with the daily financial activities of the organization. The Partners for Peace bookkeeper works in collaboration with the Director of Finance and Executive Director to record financial transactions, maintain financial records, complete required tax forms, process payroll, and provide reports to senior leadership.



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Core Job Responsibilities of this Position:

1. **Data Entry:** The bookkeeper will enter all expenses, donations, transactions, and other financial data into Partners for Peace accounting software and spreadsheets as applicable. In addition, this position will routinely review the information entered into QuickBooks ensuring accuracy and completeness of work.
2. **Accounts Payable:** The bookkeeper will work in collaboration with the Director of Finance to complete the weekly bill pay and track expenses.
3. **Accounts Receivable:** The bookkeeper will record all donations, sales receipts, and receivables for the organization in addition to completing the weekly deposit.
4. **Payroll:** The bookkeeper will work in collaboration with the Director of Finance to process payroll on a bi-weekly basis and serve as a back-up for payroll completion on an as needed basis.
5. **Cost Allocation:** The bookkeeper will make all necessary allocations to keep expenses accurately assigned and organized in the Partners for Peace accounting software.
6. **Audit:** The bookkeeper will work in collaboration with the Director of Finance and Executive Director to complete the organization's annual audit and will provide relevant reports to senior leadership to support the audit process and other financial work as needed.
7. **Reconciliation:** The bookkeeper will work with the Partners for Peace consultant and Fractional CFO to reconcile bank and other accounts.
8. **Taxes:** The bookkeeper will complete all tax forms required by law.
9. **Perform other duties as assigned**



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Qualifications Specific to this Position:

- a) High school diploma or equivalent; degree in business administration, accounting, finance, or relevant field preferred
- b) 3+ years of bookkeeping experience (preferably in the non-profit sector)
- c) 2+ years QuickBooks experience
- d) Excellent communication and math skills
- e) Proficient in Microsoft Office

Additional Requirements:

- a) Must pass State Bureau of Investigation (SBI) check, Department of Health & Human Services (DHHS) Abuse and Neglect investigation, Motor Vehicle Check, Suspension and Debarment.
- b) Ability to maintain and preserve confidentiality
- c) Ability to understand the requirements of funding for one's position and the organization in order to participate in meeting those requirements
- d) Ability to work collaboratively with the administrative staff as well as independently

Physical Requirements and Working Conditions:

- a) Must be able to work in a fast-paced, non-smoking, trauma-informed, survivor-centered environment with the potential for stress
- b) Must be able to sit for long periods of time and do minimal bending and lifting as required

Partners for Peace is an Equal Opportunity Employer

December 2020