MVEF | MT. VERNON EDUCATION FOUNDATION

Investing in Learning. Powering Potential.

OCTOBER 2026

Bookkeeper

Accurate, timely financial records the Board can rely on

CLASSIFICATION	Proposed independent contractor (1099), subject to classification review
ANTICIPATED TIME	Approximately 20 hours/month; additional hours at year-end by approval
RATE	$20–$25/hour
TERM	90-day trial period
LOCATION	Remote-capable, with agreed deadlines
OVERSIGHT	Executive Director

01 POSITION SUMMARY

The Bookkeeper maintains accurate and timely financial records in QuickBooks Online and prepares reliable monthly reporting so the Executive Director, Treasurer, and Board can understand MVEF's financial position and make informed decisions.

02 KEY RESPONSIBILITIES

Transaction Processing & Records

- Record and properly classify revenue, expenses, sponsorships, donations, grants, and transfers in QuickBooks Online using approved source documentation.
- Maintain organized electronic backup for receipts, invoices, deposits, vendor records, and restricted-fund activity.
- Coordinate with the Executive Director to resolve missing source documents and clarify transactions.

Reconciliations & Monthly Close

- Reconcile all bank, credit card, and relevant liability accounts monthly; investigate and document discrepancies.
- Review receivables, payables, outstanding checks, deposits in transit, and transfers; flag exceptions promptly.
- Track grant-restricted funds, designated funds, and event income/expenses in accordance with the Foundation's accounting structure.

Financial Reporting & Compliance Support

- Provide monthly profit and loss, balance sheet, budget-to-actual, and account/reconciliation summaries for Executive Director and Treasurer review.

- Support year-end close, 1099 vendor records, accountant requests, and audit/tax preparation; coordinate with the tax preparer as appropriate.
- Document proposed adjustments and seek approval before significant reclassifications or corrections.

03 QUALIFICATIONS & SKILLS

- Demonstrated bookkeeping experience, preferably with nonprofit or fund accounting.
- Strong QuickBooks Online, Excel, reconciliation, and financial reporting skills.
- High accuracy, confidentiality, clear communication, and reliable monthly deadlines.
- Understanding of separation of duties and restricted funds preferred; ability to pass a background check.

04 EXPECTED DELIVERABLES & ACCOUNTABILITY

- Monthly: all assigned accounts reconciled and documented; transaction exceptions resolved or listed for approval.
- Monthly: complete financial packet delivered by an agreed board-reporting deadline.
- Quarterly: review budget-to-actual variances and restricted/designated fund balances with the Executive Director.

05 SCOPE & WORKING RELATIONSHIPS

The Bookkeeper maintains the ledger and prepares reports but does not independently approve disbursements, sign checks, or authorize bank transfers. The Executive Director and Treasurer retain financial approval and oversight. Final scope, access, and deliverables will be set out in a written services agreement. The contractor provides their own computer and equipment; MVEF provides QuickBooks Online and banking access as appropriate. Hours exceeding the monthly range require advance approval from the Executive Director.

> **CLASSIFICATION NOTE**
> This engagement is intended to be a 1099 independent contractor relationship, subject to review of the actual working arrangement under applicable federal and Indiana rules.

06 HOW TO APPLY

Send a résumé, references, and a brief note on your nonprofit or fund accounting experience to Renee@MtVernonFoundation.org by November 5, 2026.