



BOOKKEEPER/HR SUPPORT - Part-time, Hybrid

Baltimore Design School, Inc., a 501(c)(3) organization, seeks a part-time experienced Bookkeeper/HR Generalist to manage the Board of Trustees's financial and donor records and transactions, ensuring accuracy and compliance. The generalist oversees all aspects of the organization's financial activities, including accounts payable, accounts receivable, payroll, and HR.

REPORTS TO:

The **Bookkeeper/HR Generalist** will report to the **Director of Administration and Development**.

RESPONSIBILITIES:

Bookkeeping Tasks

- Maintain accurate and up-to-date financial records for the organization, including accounts payable, operating accounts, accounts receivable, and payroll entries.
- Process accounts payable and accounts receivable transactions, ensuring timely and accurate payments and receipts.
- Reconcile bank statements and credit card transactions to maintain accurate financial records.
- Coordinate with the Director of Administration and Development to ensure the financial accuracy of donor database records.
- Process payroll, including calculating employee hours, preparing payroll tax reports, and ensuring compliance with payroll regulations.
- Prepare financial reports, including monthly financial statements, cash flow projections, and budget variance analyses.
- Assist with the annual budgeting process and monitor budget performance throughout the year.
- Coordinate with external accountants or auditors for year-end financial reporting and tax preparation.
- Ensure compliance with financial and accounting policies, procedures, and regulations.
- Collaborate with the Board's Executive and Finance committees to provide financial insights and recommendations for business decisions.

HR Related Tasks

- Create personnel files and update all platforms regarding new hires and audit files, ensuring all required employee documentation is collected and maintained.

- Serve as point of contact for staff in various HR-related topics such as leaves or PTO.
- Create, maintain, and audit files for compliance with all relevant regulations.
- Process and maintain w9 files according to regulation.
- Assure confidentiality of staff members' records and information.

Requirements

- Associate's degree in Accounting, Finance, HR, or a related field (preferred) or equivalent work-related experience.
- Internet savvy and comfortable navigating and researching on the internet.
- Proven experience as a Bookkeeper/HR Generalist or similar role within a professional services environment.
- High proficiency in QuickBooks online is required.
- Strong understanding of accounting principles and financial reporting.
- Excellent organizational skills and attention to detail.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Strong communication and interpersonal skills.
- Execution and development of internal controls.

Position Type and Expected Hours of Work:

- Part-time
- Expected Hours: 20-24 per week
- \$25-\$35 an hour, commensurate with experience
- Hybrid position, at least one day per week in office
- Days: Monday-Friday (Flexible)
- Hours: 9:00 am-4:00 pm (Flexible)

Send a cover letter and resume to jobs@baltimoredesignschool.com.