



POSITION: Bookkeeper & Finance Manager

ORGANIZATION MISSION: The Pebble Tossers' mission is to equip and engage youth to lead through service.

POSITION DESCRIPTION:

Reporting to the Executive Director (ED) and the Finance Committee, the Bookkeeper and Finance Manager will manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), and human resources (HR). This position will primarily be virtual, with some in-person opportunities.

RESPONSIBILITIES:

Financial Management

- Prepare and finalize monthly and annual financial reporting materials and metrics for Board of Directors.
- Oversee budgeting, financial forecasting, investment account, and cash flow for administration and programs.
- Execute administrative processes—including HR, payroll, benefits functions, accounts receivable/payable, while continuously developing and improving systems.
- Execute all year-end reporting, tax filing, audit activities, and year-end donor reporting.
- Oversee Donor Management System, coordinate donor tax receipts, and membership renewals.
- Work with Development Team to ensure accurate grant reporting and maintain a high level of donor stewardship.
- Work with Membership Team to ensure membership revenue goals and handle any membership fee issues. Ensure membership reporting is synced with the Donor Management System, QuickBooks, and our CRM.

Administrative

- Assist with new staff member onboarding.
- Assist with outcome evaluation methodology.
- Assist with Special Event planning and execution as needed.
- Serve as liaison to the Finance Committee and provide reports and documentation as requested.
- Maintain Board Member Dashboard and communicate with Board Members.
- Maintain organizational policies and procedure oversight.
- Oversee service project supplies and inventory for weekly service projects. Coordinate with the Program Manager for upcoming events and ensure supplies are available.

QUALIFICATIONS

This candidate will have at least five to eight years of professional experience, including managing finance and administration (preference given to nonprofit experience). They will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include audit, compliance, budget, resource development, and membership systems.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Technologically savvy, ability to work with IT staff to develop and implement new processes and systems that increase efficiency in a fast-moving environment. Experience with Salesforce, QuickBooks Online, and FundRazr is preferred.
- Flexible and a self-starter; able to multitask and be highly detail oriented.
- Personal qualities of integrity, credibility, and a commitment to Pebble Tossers' mission of youth development.

EMPLOYMENT STATUS: Part-time, 20-25 hours/week, contractor status. The position is hybrid, with virtual and in-person meetings and some weekend and evening requirements. \$22-25/hour, depending on experience and education.

Pebble Tossers is dedicated to fostering a diverse and inclusive team and community. We believe that a variety of backgrounds, perspectives, skills, and abilities make our work better.

Please submit a resume and cover letter to Jennifer Guynn – jguynn@pebbletossers.org