



Contract Bookkeeper Association of Fundraising Professionals Greater Austin Chapter

About AFP Greater Austin:

The Association of Fundraising Professionals (AFP) Greater Austin Chapter is a vibrant community of development professionals committed to advancing philanthropy and ethical fundraising in Central Texas. AFP Greater Austin offers educational programs, networking opportunities, and resources that support and elevate the fundraising profession.

Position Summary:

AFP Greater Austin is seeking a detail-oriented and experienced **Contract Bookkeeper** to support the chapter's financial operations. Reporting directly to the Executive Director, this part-time contractor will contribute approximately **10 hours per month** and receive a **monthly compensation of \$500**. The ideal candidate is proficient in QuickBooks, understands nonprofit financial procedures, and can work independently with minimal supervision.

Key Responsibilities:

- Perform monthly reconciliation of all bank and credit card accounts.
- Manage data entry and reporting in QuickBooks Online.
- Collaborate with the Executive Director to prepare for and complete the annual audit and IRS Form 990.
- Provide general assistance with the financial management and reporting needs of the chapter.
- Maintain organized and up-to-date financial records in accordance with nonprofit best practices.

Qualifications:

- Proven experience with bookkeeping, preferably for nonprofit organizations.

- Proficiency in QuickBooks Online.
- Understanding of nonprofit accounting principles and compliance requirements.
- Strong attention to detail and organizational skills.
- Ability to maintain confidentiality and integrity in handling financial data.

Compensation:

- This is a contract position compensated at \$500 per month for approximately 10 hours of work per month.

To apply, please email your resume to Jayden Beatty, Executive Director of AFP Greater Austin, at jayden@afpaustin.org.