

FFWPU USA: Youth and Students for Peace (YSP) is seeking a Bookkeeper

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The International Association of Youth and Students for Peace (IAYSP) is seeking a National Program Coordinator who believes in the power of youth to create sustainable change in the world.

Job Title: IAYSP Bookkeeper

Job Summary: Provide basic bookkeeping services with responsibility for the areas of financial administration, payroll for a small team, A/P, A/R, monthly reconciliation, and financial reports, and working with an accountant for year-end taxes.

Reports To: IAYSP USA President

Job Location: The bookkeeper could work from home, but must be able to come to the New York City offices occasionally.

Job Type: Part-time / flexible schedule (3 to 10 hours per week)

Pay rate: \$22 to \$25 per hour

Essential Duties and Responsibilities

Bookkeeping

Responsible for A/R - donations and other income
Deposit the funds received
Record receipts and deposits in QuickBooks
Process recurring donations
Update customer information in QuickBooks

Responsible for A/P
Process and record timely, accurate payments
Prepare financial reports and statements for Quarterly Board Meetings
Review and authorize reimbursement checks
Prepare documentation for tax filing by CPA

Payroll

Manage bi-monthly payroll for employees and contractors using Gusto payroll platform
Oversee requirements such as workers comp, disability insurance, etc.

Qualifications

A minimum of 3-5 years bookkeeping experience (preferably non-profit)
Experience and knowledgeable with Quickbooks
Experience with Microsoft Excel Spreadsheets
Have your own laptop or PC

Skills and Abilities

Excellent communication skills
Good interpersonal skills
Able to work independently
Attention to detail

Work Location

Hybrid; work from home with occasional work required in NYC Office

TO APPLY

Please apply by June 7th. Job begins on or around mid-June.
To apply send a resume to Miilhan Stephens, YSP President at miilhan@yspusa.org.

About the Employer

The International Association of Youth and Students for Peace is a global community of outstanding young people who are empowered to make effective change. Our mission is to advance world peace by empowering youth and students to become global citizens through character education and peace projects supporting the UN Sustainable Development Goals. IAYSP was founded in 2017 by Dr. Hak Ja Han Moon and has active chapters in 43+ countries around the world. Visit us at yspusa.org to learn more about us and our activities.