

QuickBooks Specialist

POSITION TITLE: Part-time QuickBooks/Accountant Specialist

Job Category: Part-Time (15-20 HRS/WK).

Location: Arlington, VA.

Direct Report: Finance and Administration Manager.

Workplace Type: In-person.

Salary: Commensurate with Education and Experience.

Criminal Background Check: Conducted during the onboarding process.

Must be legally authorized to work in the United States.

About Edu-Futuro

Founded in 1998 by a determined group of volunteer parents and community leaders, Edu-Futuro focuses on breaking the cycle of poverty through education. Each year, Edu-Futuro serves nearly 5,000 youth and adults, providing students with a path to high school graduation and college enrollment through the Emerging Leaders Program (ELP) and the Chronic Absenteeism Program (CAP), while training and inspiring parents through our Parent Empowerment Services (PES) and Workforce Development Services (WDS). Edu-Futuro programs are open to all students and parents in Northern Virginia and provide necessary services at no cost.

Position Summary

The Part-Time Bookkeeper supports Edu-Futuro's financial operations. This role is responsible for maintaining accurate financial records in QuickBooks in accordance with Generally Accepted Accounting Principles (GAAP) and nonprofit fund accounting standards.

The Bookkeeper will track financial activity across multiple funding sources, programs, and restricted and unrestricted funds, ensuring compliance with grant requirements and Virginia and nonprofit regulations. This position plays a critical role in producing timely, accurate financial reports for leadership, board members, funders, and individual donors, and in supporting audit readiness and compliance.

KEY RESPONSIBILITIES

General Accounting & Fund Accounting

- Maintain accurate and up-to-date financial records in QuickBooks in compliance with GAAP.
- Manage the general ledger, including the chart of accounts structured for fund accounting.
- Manage the full accounting cycle, including journal entries, accruals, and month-end/year-end closing processes.
- Track and report on financial activity by funding sources (grants, donations, contracts), restricted and unrestricted funds.
- Ensure proper classification and documentation of all transactions.
- Strong knowledge of double-entry bookkeeping.
- Identify and resolve discrepancies in financial records.

Accounts Payable & Receivable

- Process and track accounts payable to ensure timely, accurate vendor payments.
- Manage accounts receivable, including grant receivables and donor contributions.

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- Record and reconcile all incoming funds with appropriate restrictions and designations.

Banking & Credit Card Management

- Perform monthly reconciliation of all bank accounts and credit cards.
- Monitor cash flow and flag discrepancies or irregularities.
- Maintain complete supporting documentation for all reconciliations.

Grant & Funding Source Tracking

- Track grant expenditures and revenue in alignment with grant agreements.
- Allocate expenses accurately across funding sources and programs.
- Prepare financial reports for grantors and funding partners as required.
- Ensure compliance with all grant reporting and documentation requirements.

Budgeting & Financial Reporting

- Assist in the development and monitoring of the annual organizational and program budgets.
- Track actual expenses and revenue against budget by program and funding source.
- Prepare and distribute monthly financial reports, including:
 - Statement of Financial Position.
 - Statement of Activities (by class/program).
 - Budget vs. Actual Reports.
- Provide financial data and insights to support leadership decision-making.
- Donor Financial Reporting.
- Maintain accurate financial records of individual donor contributions.
- Support the preparation of financial summaries and reports for donors, as needed.

Payroll Recording & Compliance

- Record payroll transactions in QuickBooks using data provided by ADP.
- Ensure payroll expenses are properly allocated across programs and funding sources.
- Maintain accurate payroll-related records in compliance with federal and Virginia requirements.

Audit Preparation & Support

- Prepare all financial reports, schedules, and supporting documentation required for the annual audit.
- Support the preparation and documentation required for a Uniform Guidance (Single Audit) when applicable.
- Serve as a key point of contact for auditors by organizing requested materials and responding to information requests.
- Ensure financial records are audit-ready and compliant with internal controls and documentation standards.

Compliance & Regulatory Requirements

- Ensure adherence to GAAP and nonprofit accounting best practices.
- Maintain financial records in compliance with nonprofit regulations and applicable tax requirements.
- Support preparation for IRS Form 990.
- Maintain documentation required for internal controls and external reporting.

Other Duties as Assigned

QUALIFICATIONS

- Proven bookkeeping and accounting experience, preferably with nonprofits of similar size and complexity.
- Strong proficiency in QuickBooks for non-profit desktop edition.
- Demonstrated experience with fund accounting, including restricted and unrestricted funds.
- Experience tracking multiple funding sources, grants, and program budgets.
- Knowledge of GAAP and nonprofit financial management practices.
- Familiarity with nonprofit financial and tax requirements. Excellent attention to detail with strong skills in 10-key typing, bookkeeping tasks, and financial report writing.
- Experience working with payroll systems, preferably ADP.
- Experience supporting annual audits and single audits strongly preferred.
- Strong attention to detail, accuracy, organization, and ability to meet deadlines independently, strong skills in 10-key typing, bookkeeping tasks, and financial report writing.

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- Ability to handle confidential financial information.
- Capable of handling payroll processing, account analysis, budgeting tasks, and technical accounting functions efficiently.

PREFERRED QUALIFICATIONS

- Certified Bookkeeper or accounting certification preferred. Familiarity with donor management or CRM systems.

COMPETENCIES FOR SUCCESS

Integrity & Accountability – The QuickBooks/Accountant Specialist models honesty, professionalism, and ethical conduct in all interactions. They demonstrate transparency in communication, uphold confidentiality, and take ownership of both successes and challenges. As a leader, the QuickBooks/Accountant Specialist reinforces organizational values and maintains high standards of quality, accuracy, and responsibility in service delivery, data management, and team performance.

Initiative & Follow-Through – A successful QuickBooks/Accountant Specialist is a proactive leader who identifies opportunities to improve employment outcomes, streamline programs, and expand access to services. They are solution-oriented, demonstrate grit, and use data-driven approaches to deliver measurable results. They provide strategic oversight while ensuring the timely execution of assigned tasks and goals.

Interpersonal Skills & Communication – The QuickBooks/Accountant Specialist fosters a culture of respect, empathy, and inclusion among staff, beneficiaries, and external partners. They communicate clearly and adapt their style to diverse audiences. They maintain open lines of communication, provide constructive feedback, and ensure team alignment through consistent messaging and support.

Adaptability & Problem-Solving – An effective QuickBooks/Accountant Specialist thrives in fast-paced, evolving environments and leads with flexibility and resilience. They respond effectively to shifting priorities and complex participant needs, guiding their team through change with confidence and expertise. The QuickBooks/Accountant Specialist uses creativity and critical thinking to resolve problems and strengthen systems, resources, and processes.

Collaboration & Team Leadership – The QuickBooks/Accountant Specialist works across departments and with community stakeholders to ensure shared success and to build a collaborative, high-performing environment that is both accountable and supportive.

Organizational & Strategic Management – A successful QuickBooks/Accountant Specialist will effectively manage multiple priorities. The QuickBooks/Accountant Specialist balances day-to-day operations with long-term planning, ensuring accurate documentation, timely reporting, and alignment with goals. With strong attention to detail and an understanding of the big picture, the QuickBooks/Accountant Specialist ensures compliance, efficiency, and continuous improvement.

BENEFITS

- Local travel reimbursement for program-related activities.
- Professional development and networking opportunities.

Work Schedule & Compensation

- Part-time (approximately 15–20 hours per week, flexible based on organizational needs)
- Compensation commensurate with experience.