



Connecting Students & Volunteers  
for Results that Count

## Job Description: Bookkeeper

**Bookkeeper:** Hourly • Charlotte, NC • Reports to Sr. Manager of Executive Operations  
Targeted start date: June 2022

### **About the Organization: Heart Math Tutoring (“Heart” or “Heart Tutoring”)**

Heart Math Tutoring (HMT) is a Charlotte, North Carolina-based nonprofit that gives young students successful experiences in math through one-on-one tutoring during the school day delivered by supervised volunteers. Volunteer tutors use our proven curriculum and are supported by a Heart Program Coordinator at each school site. Over 1,100 elementary students are currently enrolled. The program is effective in-person or virtually and is expanding into other geographies. Learn more at [www.heartmathtutoring.org](http://www.heartmathtutoring.org).

### **About the Role: Bookkeeper**

Heart Math Tutoring is looking for a bookkeeper to execute the organization’s financial transactions (i.e., accounts payable, accounts receivable, payroll journal entries), financial reporting, and budgeting functions for an anticipated \$2-2.4M budget, working in partnership with the Sr. Manager of Executive Operations, Executive Director, and Board Finance Committee.

### **Responsibilities and estimated hours are listed below, averaging to 10-15 hours/week:**

- 8-10 hours/week to record day-to-day financial transactions and maintain records
- 6-8 hours/month reconciling accounts and preparing monthly close financial reports
- 8-10 hours every other month preparing budget reports for managers and committee meetings
- Seasonal support preparing for an external annual audit scheduled for October 2022, invoicing program partners, and tax forms
- Evaluate and provide feedback to improve existing accounting processes and systems

### **Qualifications:**

- Possesses a high level of integrity
- Believes in the importance of attention to detail and is highly organized and efficient
- Solves problems proactively and takes initiative with questions and recommendations
- Works independently and reliably
- Has a baseline understanding of financial statements and/or accounting journal entries
- Believes in the importance of math and that all students can learn and ultimately perform at or above grade level
- 2+ years of experience with bookkeeping or accounting
- (Preferred) Knowledgeable about nonprofit accounting
- (Preferred) Experience with Quickbooks Online
- (Preferred) Experience and proficiency with Microsoft Excel and strong file-sharing practices
- (Preferred) Potential to fulfill role long-term

**Other Notes:**

This role can be structured to be predominately in-person, a hybrid of in-person and remote, or 100% remote work.

Heart Math Tutoring anticipates organization growth which could potentially lead to increased hours for the role and accounting complexity. Ideally, the Bookkeeper could fulfill the role long term, growing the role along with the organization.

**To apply:** Submit the following documents to [rebecca.presnell@heartmathtutoring.org](mailto:rebecca.presnell@heartmathtutoring.org) by May 1, 2022 or as soon as possible.

- Resume – standard format including education, work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

When submitting, use the subject line, “2022 Bookkeeper Application”, and address correspondence to Rebecca Presnell.

**Compensation:** Compensation is commensurate with experience.

**Commitment to Diversity:** Heart Math Tutoring actively engages individuals from all backgrounds. We believe that our differences make our team stronger, and we also know that our students benefit from working with adults from all backgrounds. As an equal opportunity employer, Heart Math Tutoring is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.