Position Summary
Silicon Valley Council of Nonprofits (SVCN) is seeking a part-time bookkeeper who is experienced with nonprofit bookkeeping and accounting principles. This is a long-term contract position that is about 12 to 15 hours per week. This contractor would report to the Finance + Operations Director.

The Bookkeeper will support SVCN’s finances and operations to maximize and strengthen the internal capacity of a growing, well-respected, high-impact organization.

Responsibilities
The Bookkeeper’s main responsibility is to ensure the accuracy of SVCN’s books and also produce financial reports as needed in order for SVCN’s senior team and Board to fulfill their fiduciary oversight responsibilities. Ongoing duties include accounts payable and accounts receivable (including creating invoices), entering journal entries, creating monthly financial statements and processing payroll and all monthly reconciliations. The bookkeeper will also support SVCN in the filing of its tax return.

Application Process
Applications will be accepted on a rolling basis. To apply, please submit the following to SVCN HR at HR@svcn.org.

- Letter of interest
- Resume

Candidates who are invited to interview will be asked to submit contact information for three references.

Desired Qualifications:
- Associates Degree or Technical Certifications with major course work in accounting or business administration related field, or equivalent business experience.
- Minimum 2-3 years bookkeeping or accounting experience, including payroll and accounts payable.
- This role could be remote or hybrid.
• Experience with QuickBooks and working with integrated databases desirable.
• Knowledge of GAAP and FASB requirements as they apply to nonprofit agencies required.
• Excellent knowledge of accounting procedures and 1099 preparation.
• High proficiency in Microsoft Office, specifically Excel.
• Attention to detail with accurate data entry skills.
• Proven ability to meet deadlines.
• Must be highly organized and capable of managing multiple tasks and priorities.
• Requires strong written, verbal, and interpersonal skills.
• Ability to maintain strict confidence.
• Must be flexible to adapt quickly to a growing organization.
• Physical Requirements: position requires minimal lifting (up to 25 lbs.), mostly deskwork. Strength and flexibility to work at a desk for up to five hours and access items on shelves and files located 0 to 60 inches above the floor.

ABOUT SVCN
Founded in 1996, Silicon Valley Council of Nonprofits (SVCN) has magnified the voice of the local nonprofit community and supported the capacity of nonprofits so they can better help people and advance thriving, equitable communities. Through our learning workshops, capacity building cohorts, collective impact facilitation, and policy advocacy partnerships, SVCN helps to build nonprofit skills, strengthen foundations, and enhance nonprofits’ ability to better serve their communities through human services, health and mental health care, education, housing and re-housing, emergency assistance, transportation and environment, the arts, racial justice advocacy, community power-building, and beyond.

SVCN’s membership of over 200 organizations, largely serving Santa Clara County, represents the broad depth and value our members provide to the community.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at admin@svcn.org.