Bookkeeper Job Description

Job Title	**Bookkeeper**
Classification	Full-Time Exempt
Location	Onsite, American Fork, UT
Reports to	Chief Financial Officer
Supervisory Role	No
Travel Required	No

About the Organization

Days for Girls International (DfG) is an award-winning non-profit that has reached more than 4 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions, and menstrual health education. We operate a hybrid model of entrepreneurship and volunteerism, increasing access to menstrual care and education by developing global partnerships, cultivating social enterprises, mobilizing volunteers, and developing innovative solutions that shatter stigmas and limitations for women and girls around the globe.

Our core values guide everything we do, including hiring decisions. They are:

- **Locally-led, Globally Connected**: Those closest to the problem are closest to the solution.
- **Menstrual Dignity for All:** Inclusive, community-centered approach to generational change.
- **All About the Data:** We listen, learn & evaluate to create innovative programs.
- **Make it Happen:** Responsive, sustainable solutions to meet menstrual needs now & in the future.
- **Joy-fueled:** We bring joy to our work and celebrate every cycle

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.

Position Summary

Days for Girls International is seeking an experienced, detail-oriented Bookkeeper who is responsible for recording daily financial transactions, managing accounts payable and receivable, processing payroll, reconciling bank accounts, and preparing financial statements.

The ideal candidate will bring expertise in nonprofit accounting, inventory reconciliation, QuickBooks Online, and internal financial reporting, with strong attention to detail and a proactive, collaborative work style.

Key Responsibilities

1. **Maintain Accurate Financial Records**
   - Record all day-to-day financial transactions including receipts, payments, disbursements, and journal entries in a timely and accurate manner.
   - Ensure entries are properly coded to appropriate cost centers, funding sources, and budget lines.

2. **Bank and Account Reconciliation**
   - Reconcile bank statements with internal accounting records on a monthly basis.
   - Investigate and resolve discrepancies, documenting findings and adjustments in compliance with financial policies.
3. **Accounts Payable Management**

   - Review vendor invoices for accuracy and proper authorization.
   - Prepare payment vouchers and process payments (via cheque, bank transfer, or other methods) in a timely manner.

4. **Accounts Receivable and Donations Tracking**

- Issue and record receipts for incoming donations, grants, or service payments.
- Track and reconcile donor contributions and ensure proper allocation to respective projects or restricted funds.
- Follow up on outstanding receivables as needed.

5. **Audit Preparation and Support**
   - Compile and organize all necessary financial records for internal and external audits.
   - Respond to audit queries and ensure all requested documentation is available and well-organized.
   - Implement audit recommendations in collaboration with the finance team.

6. **Maintain Proper Filing and Documentation**
   - Organize and maintain digital and physical records of all financial documents, including invoices, receipts, bank statements, and payroll records.
   - Ensure files are audit-ready and accessible in compliance with data protection and NGO standards.

7. **Compliance with Internal Controls and Policies**
   - Follow and enforce internal financial controls and procedures, including approval hierarchies and documentation requirements.
   - Report any financial irregularities, suspected fraud, or policy breaches to the Finance Manager or Executive Director.

8. **Coordination with Internal Teams**
   - Work closely with program, operations, and HR teams to ensure timely flow of financial information.
   - Provide financial insights or data to support project planning, proposal development, or donor communications.

Benefits & Compensation

- The annual salary range for this position is $ 45,000-50,000, depending on experience and qualifications, and will be finalized at the time of hiring.
- Shared cost group health, dental, and vision benefits

- Flex paid time off
- Option to contribute to a 401(k) retirement plan

Qualifications & Experience

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Minimum 2–5 years of professional experience in bookkeeping or accounting, preferably in the non-profit or NGO sector.
- Proficiency in accounting software (e.g., QuickBooks, Xero, Sage) and Microsoft Excel
- Strong understanding of accounting principles and practices
- High level of accuracy, attention to detail, and strong organizational skills
- Ability to handle sensitive and confidential information with discretion
- Strong communication and interpersonal skills

Physical Requirement

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional standing, walking, bending, and reaching, particularly when reviewing or organizing inventory or physical files.
- Ability to lift up to 25 pounds occasionally
- Visual acuity to read printed materials and computer screens.
- Manual dexterity for using a keyboard, calculator, and other standard office equipment.