



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Bookkeeper
Location: Remote/Hybrid

Reports To: Director of Finance
Status: Full Time, Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Bookkeeper who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

The Bookkeeper is responsible for completing accounting functions with accuracy on a timely basis within the framework of the objectives and policies established by Free Wheelchair Mission. S/He will assist in the preparation of monthly reporting including forecasting in collaboration with the Director of Finance. The Bookkeeper must exercise strict confidentiality and have a high attention to detail.

Responsibilities:

- Record revenue, expenses, banking charges, and deposits, in the accounting system.
- Oversee accounts payable:
 - Process and record all AP in QuickBooks with proper approvals from Directors (follow-up with Directors as needed)
 - Manage payments through various channels to ensure vendors are paid on time.
 - Recording and reconciliation of corporate credit cards
- Maintain general ledger including complex transaction allocations.
- Reconciliations of all bank accounts.
- Reconciliation of all balance sheet accounts
- Reconciliation of revenue to source systems (QuickBooks, Salesforce, Classy, Shopify, PayPal and others).
- Prepare monthly accruals & prepayment schedules.
- Work closely with directors in forecasting cashflow requirements.
- Work closely with HR on providing necessary information for workers comp audits.
- Record restricted donations to countries and initiatives and release at the appropriate time against approved expenses.
- Record semi-monthly payroll entries (salaries, payroll taxes, benefits, Simple IRA).
- Communicates with Director of Finance on nonprofit compliance issues.
- Correspond with FWM's bank and vendors to address relevant matters and respond to inquiries.
- Responsible for charitable state registrations.
- Assist in the preparation of budgets.
- Work closely with Director of Finance and external auditors to facilitate the annual audit process.
- Work closely with Director of Finance and external auditors to facilitate annual Form 990.

- Provide ad-hoc financial information as required by staff.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends may be required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Experience with nonprofit accounting desirable.
- Bachelor's degree is preferred.
- Two years relevant experience
- Understanding of Generally Accepted Accounting Principles (GAAP) preferred.
- Highly organized and detail-oriented, with ability to manage multiple priorities and meet deadlines is essential.
- Proficient in Microsoft Office Suite, particularly Excel.
- Ability to understand and follow specific instructions and procedures.
- Working knowledge of QuickBooks Accounting Software.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **25** pounds.

All Free Wheelchair Mission employees who will engage in international travel are required to have up-to-date vaccinations based on CDC and medical guidelines.

Compensation:

Dependent upon qualifications and experience, \$55,000-\$70,000 annual salary.

How to Apply:

Please send cover letter and resume addressing your experience regarding the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with *Bookkeeper* in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.