

Sahiyo Bookkeeper Job Description

[Sahiyo](#), an award-winning organization, is dedicated to empowering Asian and other communities to end female genital cutting (FGC) and create positive social change through dialogue, education, and collaboration based on community involvement. By working towards an FGC-free world, we aim to recognize and emphasize the values of consent and a child's/woman's right over their own body. We aim to enable a culture in which female sexuality is not feared or suppressed but embraced as normal. *For more, read about [Sahiyo's storytelling](#) and [our history](#).*

We are fiscally sponsored by [Empowerment WORKS \(EW\)](#), which is a U.S.-based civic and social change organization advancing a whole-system approach to a sustainable world. EW partners with nonprofit organizations and shares knowledge and best practices to accelerate change through their network, Partners in Empowerment.

Position Description:

We are currently seeking a highly organized and detail-oriented Bookkeeper to join our team. The ideal candidate will be responsible for managing a variety of financial transactions and records, contributing to the efficient operation of our financial management processes. This position is not just a job but a pathway to extensive learning and professional growth in the field of nonprofit accounting. If you are passionate about financial accuracy and efficiency, we would like to hear from you.

This part-time position will be for someone who can support Sahiyo programming specifically, though we work globally. As the position is virtual, the individual can be located anywhere within the U.S. but must be comfortable working independently and remotely. We are looking for a 20-hours-per-month schedule for at least a 12-month period. The pay range will be between \$20-22 per hour, depending on experience.

Responsibilities & Duties:

- **Budget Maintenance:** Work closely with our Executive Director, Accountant, and Development Director to maintain operating budgets, program budgets, grant budgets, and other financial documents as needed.
- **Invoice Collection:** Proactively collect and process incoming invoices from various activities.

- **Donor Information Management:** Enter and manage donor information with confidentiality and precision. Ensure all donor data is up-to-date and accurately recorded in our system.
- **Vendor Information Management:** Enter and maintain vendor information. Ensure data integrity and accuracy in vendor records.
- **Month-end Activities:** Reconcile income, expenses, and payroll via bank statements, credit card statements, and third-party statements.
- **Invoice Submission:** Proactively process and submit outgoing invoices.

Educational Qualifications:

- A Bachelor's degree in Accounting or in the third/fourth year of a Bachelor's degree in Accounting (depending on working experience) is required.

Skills and Qualifications:

- **Attention to Detail:** Must possess a meticulous approach to work, demonstrating a high level of accuracy in all tasks.
- **Organizational Skills:** Strong organizational skills with the ability to manage multiple tasks and deadlines efficiently.
- **Communication Skills:** Excellent communication skills, both written and verbal, are essential for coordinating with team members and external parties.
- **Technical Proficiency:** Proficiency in accounting software, Google Suites (i.e., Google Sheets, Google docs, Google forms, etc.). Please note Sahiyo utilizes Google Suites throughout the organization. Proficiency in Microsoft Excel is also a plus. Familiarity with QuickBooks Online (QBO) is a plus.
- **Confidentiality and Integrity:** Must maintain high levels of confidentiality and demonstrate integrity in managing sensitive financial information.

Benefits of This Position:

- **In-depth learning Experience:** You will have the opportunity to learn and engage with every step of the accounting cycle, providing a comprehensive understanding of real-world accounting practices.
- **Exposure to NFP Accounting:** Gain specialized knowledge in NFP accounting under Generally Accepted Accounting Principles (GAAP), enhancing your skill set in a key area of accounting.
- **Professional Development:** Benefit from the mentorship of our experienced accountant, who will assist you in obtaining QuickBooks Online certification, a valuable asset for your accounting career.

Desired Qualities:

- Previous experience in bookkeeping or a similar role is highly desirable

- Experience working in human rights, gender-based violence, FGC, or related fields
- Experience working with a variety of different communities and cultures

Communications Policy: As a virtual organization, strong communication is at the heart of how we work together to fulfill Sahiyo's mission. You'll communicate with the Sahiyo team primarily via email as well as through WhatsApp, Google Meet, Zoom meetings, and other channels. Consistent and open communication allows us to stay connected, aligned, and supportive of each other across distances. We ask that, as a member of the Sahiyo team, you engage regularly with us on your tasks and deadlines. If you anticipate challenges in meeting these, please reach out ahead of time so we can collaborate to find solutions together. This approach ensures that we all thrive in our work and can make a meaningful impact.

To Apply:

Please send your cover letter and resume to info@sahiyo.org by April 15, 2025.

The email subject line should state "Application: Bookkeeper."