



**OUT MetroWest Job Posting**  
**Bookkeeper**  
**Part-Time (Up to 20 hours/month)**

**Contact:** Whitney Retallic (she/her), Executive Director

**Email:** [whitney.retallic@outmetrowest.org](mailto:whitney.retallic@outmetrowest.org)

**Website:** [www.outmetrowest.org](http://www.outmetrowest.org)

**Facebook and Instagram:** @outmetrowest

**Mission:** OUT MetroWest builds communities where LGBTQ+ youth thrive.

**Organization Values:**

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

**Position Details:**

The Bookkeeper is responsible for many of the regular financial processes and procedures at OUT MetroWest. Reporting to the Executive Director, this part-time (up to 15 hours/month) professional will ensure that our regular financial processes are carried out in a timely, consistent, and accurate manner, and in accordance with our organizational policies.

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History - OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice - OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

**Primary Responsibilities:**

- Ensure that all income and expense transactions are entered and coded correctly into Quickbooks On-line
- Provide regular financial reports (monthly; end-of-fiscal-year; end-of-calendar year; in preparation for Board meetings, which take place six times a year; and when requested)
- Respond to inquiries, as required, from the Executive Director regarding monthly account reconciliations
- Work with Executive Director and Board Treasurer to convey all documentation requested by the contracted accounting firm that completes and submits our 990s and conducts our annual review (FY22). The Bookkeeper will also support the process as we move to an annual audit for FY23.
- Assist with tracking of grant money expenditures and pulling data for grant applications and reports
- Manage the preparation and transmittal of 1099 filings each January
- Assist with preparation and booking of basic journal entries
- Match credit card statements to receipts and follow up with staff, if necessary
- Enter new vendors/contractors into QuickBooks
- Other tasks as requested.

**You are a good fit for the position if many of the following are true about you:**

- Competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest's value of challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work
- 3+ years in a role with responsibility for financial accounting/bookkeeping, preferably in a small-to-medium nonprofit
- Detail-oriented and love fine-tuning processes and procedures
- Ability to work effectively on a deadline
- Willingness to ask for help when needed
- Comfortable with both collaborative and independent work
- Experience handling confidential/sensitive information
- Experience with QuickBooks On-line (strongly preferred), G Suite (Google) programs (docs, sheets, etc.), and databases, AND/OR an ability and willingness to learn new programs

Must have satisfactory SORI and MA State CORI background checks.

This position is anticipated to work up to 20 hours per month. The expectation is that those hours will be distributed across the month, with some tasks being conducted weekly, some bi-weekly, and some monthly. This position can be performed mostly on a remote basis, but may require occasional visits to the office (which is wheelchair accessible). The Bookkeeper will be provided with a laptop or can opt to receive a monthly technology stipend, if using their own computer.

**Compensation:**

Salary: \$27-30/hour, depending on experience.

**To Apply:**

Please complete the application form at <https://tinyurl.com/workatoutmetrowest> (select “Bookkeeper” in the drop-down menu). Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

References will be requested from all finalists.

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.

**COVID Considerations:** All employees of OUT MetroWest are required to be fully vaccinated against COVID-19. At the time this job is posted, we are requiring masks be worn in our spaces and at our programs.

**Search Timeline (subject to change):**

- It is our hope to fill this position as soon as possible. For this reason, applications will be considered on a rolling basis and an offer will be made as soon as the right candidate is identified. Candidates under consideration may meet with members of the staff, Finance Committee, and/or Board of Directors as part of the interview process.

Please contact Whitney Retallic (she/her), at [whitney.retallic@outmetrowest.org](mailto:whitney.retallic@outmetrowest.org), with any questions. No need for formality, please address your message to “Whitney”!