

COMPTROLLER (PART TIME)



The Louisiana Budget Project is a nonpartisan, nonprofit organization that uses research, communications and outreach to advocate for public policies that eliminate racial barriers and produce a more just and inclusive economy. We are growing, and seek a part-time, degreed accountant to handle all accounting activities. This is a great opportunity for a professional bookkeeper with experience in the nonprofit sector who seeks a part-time job with flexible work hours.

THE WORK

- Prepare monthly financial statement
- Bank reconciliations
- Accounts payable
- Process biweekly payroll for up to 15 employees, including 403(b) retirement contributions and payroll taxes
- Prepare and process invoices
- Track grants and company expenses and prepare reports for organizational funders
- Prepare quarterly financial reports and analysis for the Board of Directors
- Work with external auditors on year-end audit
- Assist executive director and deputy director with financial reporting and special projects

SKILLS AND EXPERIENCE

- Minimum 3 years of accounting experience including financial statement preparation, payroll, and full cycle accounting
- Solid understanding of accounting concepts and principles
- Working knowledge of QuickBooks Online and Microsoft Excel
- Strong communications skills
- Accounting degree preferred
- Must be a reliable, motivated self-starter able to meet deadlines and work well with a diverse staff.

- posting continues on next page -

ADDITIONAL INFORMATION

- This is a part-time, hourly position based in our Baton Rouge office that we envision requiring 20-25 hours per week.
- The pay range for this position is \$28-\$32 per hour, depending on experience. Benefits include 100% company-paid health, dental and vision insurance for the employee, and a 403(b) retirement plan with company match.
- To apply, please email a cover letter, resume and at least two professional references to jobs@labudget.org with “Comptroller” in the subject line.
- The job will remain open until filled.

The Louisiana Budget Project is an equal opportunity employer that does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.