



Friends In Deed
An Equal Opportunities Employer

Bookkeeper

Reports to: Controller

Location: Hybrid, Pasadena CA

Status: Non-exempt (hourly)

Hourly Rate/Salary: \$25-\$30/hr

Full-time/Part time: Part-time, 8 hrs/wk

Permanent/Temporary: Contract

About Friends In Deed:

Friends In Deed (FID), a Pasadena-based social services agency which celebrated its 130th anniversary in 2024, focuses on reducing and preventing homelessness and alleviating the effects of poverty within our community. FID operates five programs: Food Pantry, The Women's Room (a day shelter for homeless and at-risk women), Street Outreach and Housing, Bad Weather Shelter, and Eviction Prevention and Rental Assistance. Friends In Deed is committed to providing services, with compassion, connection, and dignity, to members of our community during the times in their lives when they need assistance the most.

About the Position:

Experienced not-for-profit bookkeeper who works with the Controller to maintain accurate financial records according to Generally Accepted Accounting Principles

Primary Responsibilities:

- Post all cash receipts
- Process accounts payable
- Post monthly credit card expenses
- Prepare monthly grant reimbursement submissions
- Assist, as needed, with requests for the annual audit

Qualifications:

- **Experience and Skills:**

- Two year's experience in non-profit bookkeeping
- Proficient in Quickbooks Online, familiarity with Sage Intacct a plus
- Solid understanding of GAAP and grant accounting processes
- Proficient using Excel and other products in Microsoft Office suite
- Highly organized with exceptional attention to detail and accuracy

- **Work Schedule:**

- Hybrid, flexible work schedule

How To Apply:

Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Friends In Deed recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore, we encourage candidates with some or most of the qualifications to apply.

Send resume and cover letter (optional) to accounting@friendsindeedpas.org

Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.