

Working Bikes – Nonprofit Accountant - Bookkeeper

Working Bikes is a 501(c)(3) nonprofit organization that gives donated bicycles new life by redistributing them as tools of empowerment in local and global communities. Countless bicycles are discarded or sit unused in storage across the United States every year. But a bicycle is a vital tool when put to use. Bicycles can provide access to jobs, education, medical attention, and other resources—truly changing the life of an individual, their family, and their community. Since its founding in 1999, Working Bikes has recovered tens of thousands of discarded and donated bicycles from Chicago and the Midwest, and has redistributed more than 100,000 of them worldwide. Twenty-three years into its efforts, Working Bikes is more impactful than ever and excited to continue to grow its impact.

Global Impact: Working Bikes ships thousands of bicycles each year to our partners in countries throughout Latin America and Africa, including El Salvador, Guatemala, Panama, Nicaragua, Uganda, Lesotho, Sierra Leone, South Africa, and Ghana.

Local Impact: Working Bikes has two programs to donate bikes to individuals and partner organizations in Chicago. The Cycle of Power program provides bikes, locks, and helmets to adults in need of sustainable transportation. The Cycle of Peace program provides bikes to youth. Organizations of all sizes partner with Working Bikes to offer their clients access to bicycles, including organizations addressing homeless transition, refugee resettlement, veteran support, community health, youth empowerment, and government institutions.

This position is part-time, estimated to be 8 hours per week, FLSA non-exempt, and reports to the Executive Director of Working Bikes. Compensation starts at \$27 / hr.

Overall Description: The Nonprofit Accountant/Bookkeeper is responsible for managing all accounting and financial reporting for Working Bikes. This includes managing the QuickBooks financial accounting system, cash receipt and disbursement processing, semi-monthly payroll activities, producing monthly financial statements and the bi-monthly financial reporting package, processing board/staff/volunteer expense (reimbursement) reports including submission of proper documentation, managing shipping paperwork, compliance-related duties in support of our tax-exempt status, and other duties as assigned.

Responsibilities:

- Manage all aspects of accounting processes, including but not limited to: Cash accounting, journal entries, sales and bank reconciliations in accordance with GAAP.
- Review all invoices in a timely manner, including board, staff and volunteer expense reimbursement reports to ensure business purpose is met and proper documentation is obtained.
- Receive, reconcile, and ensure deposit of all sources of revenue.
- Calculate monthly sales tax obligation. Complete and file the sales tax return and make the payment.
- Prepare monthly and annual GAAP-based financial reports and budget performance reports (actual vs. plan). Prepare KPIs and other statistical reports as requested.
- Prepare for year-end audit and IRS 990/AG990-IL/1099 filings through coordination with Treasurer and outside CPA/Auditors.

- Support Executive Director and Board in the development and analysis of the annual budget.
- Support Executive Director and Board in developing grant proposals and budgets.
- Maintain accounting policies and procedures, and systems of internal controls, to ensure the integrity of all financial reporting and systems. Share with appropriate personnel.
- Perform non-routine tasks as required.

Qualifications: Accounting degree or equivalent work experience. 3-5 years' work experience in a bookkeeping/accounting function. Experience working in the nonprofit sector is preferred. Strong QuickBooks and Microsoft Suite skills. Working knowledge of GL management, budgeting, and reporting. Ability to work independently and in a team environment. Attention to detail, strong communication and problem solving skills. Knowledge of Lightspeed, our point of sale system, a plus.

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Working Bikes is an equal opportunity employer. Working Bikes does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

Applicants should send a resume and cover letter to jobs@workingbikes.org.