



Boulder, Colorado Office
Part-Time Bookkeeper

What we do:

Think about the first time someone recognized in you a spark, a talent you hadn't yet seen in yourself. Remember the way your heart soared when you felt the power of what you could do and be. At Street Business School (SBS) and BeadforLife (BFL) we are honored to help women living in poverty experience that feeling by turning their spark into a fire of purpose through our entrepreneurial training program. We provide entrepreneurial training programs for women living in extreme poverty through our Street Business School, which is currently expanding globally with a goal of reaching a million women by 2027. We are proud of our successes! With our help:

- Graduates go from living on \$1.35 a day, on average, to \$4.19 a day two years later
- 89% of women who start a business during Street Business School are still successfully running that business two years after they graduate
- We have reached over 52,000 people in Uganda since we started in 2004

Why you'll feel good about working for Street Business School and BeadforLife:

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting change around the world
- You'll have plenty of opportunity to do meaningful work
- By supporting the global expansion of our Street Business School your work will directly enable one million women to lift their families out of poverty
- You'll be surrounded and inspired by other employees with passion, commitment, and drive. We love to help people reach their full potential. We expect everyone to contribute and grow their skills, and we are committed to supporting staff members at every step along the way
- We support women to solve their own problems creating dignity, ownership and self-sufficiency
- Increasing women's income not only reduces poverty it also spurs investment in children, creates greater self-esteem, increases bargaining power, and reduces domestic violence
- You'll have great time off benefits, including a paid, organization-wide closure over the holidays

About our Bookkeeper Role

Street Business School and BeadforLife are seeking a part-time Bookkeeper to join our dynamic team and provide support to our Business Team in the areas of Accounts Receivable and Accounts Payable, and tax filings. This position is an opportunity for a highly organized, detail-oriented professional with outstanding attention to detail, interpersonal skills, and a strong sense of initiative. We are looking for a candidate with demonstrated success, a passion for our mission, and a dedication to timeliness and accuracy.

This job has your name on it if you:

- Have an attention to detail that is the envy of your co-workers
- Show initiative by being resourceful and a problem solver
- Have great communication skills of every type, and aren't afraid to use them
- Are exceptionally organized
- Have a great sense of humor and a mature work style
- Thrive in a fast-paced environment
- Want to change the world!



Part-Time Bookkeeper – Boulder, CO

Here's what the job looks like:

All tasks noted are to support the operations of both BeadforLife (BFL) and Street Business School (SBS)

- Primary responsibility for the disbursement and collection process, including processing incoming cash receipts (checks or electronic), ensuring proper approval, allocation and coding
- Manage the import of credit card transactions ensuring all receipts have been documented and coded properly
- File sales tax with the state of Colorado for BFL
- Oversee data interfaces between systems including; Web Sales, Quickbooks, Salesforce and Donor Perfect
- Assist with budgeting process and ongoing reporting
- Provide ongoing support to the Business Director and management of both organizations as needed
- Assist with the organization's state charitable solicitation filings
- Oversee and distribute petty cash as needed
- Other duties as assigned

What you'll need to do this job:

- At least 5 years of experience in the bookkeeping/accounting field
- Bachelor's or Associate degree in business/finance/accounting or proven history of relevant experience
- Experience in the non-profit sector desired
- Demonstrated success with QuickBooks and Excel
- Experience with Salesforce and Donor Perfect (or other donor management system) desired
- A great sense of humor and a desire to have fun
- Ability to multitask and prioritize daily workload
- Ability to spend several hours each day in our Boulder office Monday-Thursday each week
- Excellent level verbal and written communications skills
- Ability to work independently
- Demonstrated ability to maintain confidential information

Compensation:

This is a part-time position estimated at 20-25 hours a week with some flexibility in work schedule. Salary is \$15-\$20/hour depending on experience. Benefits are great including participation in a retirement savings plan, paid vacation, sick time, and holidays, including an organization-wide holiday closure.

Please apply:

Please shoot us an email letting us know where you heard about our job and how working for us would be a dream come true for you. Please also send your resume (to show us how we'd be crazy not to talk to you) to Jobs@StreetBusinessSchool.org with "**Bookkeeper**" in the subject line. While we love, love, love initiative on the job, no phone calls please. Qualified candidates will be contacted for an interview.