



# COALITION ON HUMAN NEEDS

2021 L Street, NW · Suite 101-219 · Washington, DC 20036 · 202.223.2532 · [www.chn.org](http://www.chn.org)

## JOB ANNOUNCEMENT: Bookkeeper (Part-time)

### THE ORGANIZATION

The Coalition on Human Needs was founded in 1981 to bring together organizations and advocates who promote federal policies supporting the lives of people with low-incomes and other vulnerable families and individuals. CHN's members include over 100 religious, labor, and advocacy organizations concerned with the well-being of people with low-incomes, children, women, the elderly, and people with disabilities. CHN helps thousands of national and grassroots organizations work together to defend or expand federally-funded services such as health care, housing, services for children and families, education/training, tax policy, income assistance, and nutrition. For more information on CHN, please visit our website at [www.chn.org](http://www.chn.org).

The Coalition on Human Needs is seeking a highly motivated, well-organized, and energetic individual to work with our small staff and independent accounting services CHN contracts with. **This is a Part-time, remote position (20 hours per week).**

The Bookkeeper will be responsible for:

- Creating all invoices, including membership dues invoices
- Receiving, processing, depositing, and recording all incoming payments; categorizing individual and organizational contributions, including payments from foundations
- Managing incoming deposits from all sources through ACH/EFT, direct deposit to bank account, and received checks
- Tracking data for all donation types (ActBlue, checks, etc.) in one system
- Recording individual donations in donation tracker, and processing donation receipts and thank you acknowledgements as needed
- Coordinating the recordkeeping of all incoming and outgoing funds with Accountant and Director of Membership and Operations, including maintaining records of all contracts with vendors
- Coordinating check request process – receiving invoices from contractors and vendors, creating check requests in coordination with Director of Membership and Operations, tracking approval process with Executive Director, and coordinating payments with Accountant
- Supporting the Accountant and Director of Membership and Operations with independent audits and financial reviews
- Supporting the Accountant and Director of Membership and Operations with quarterly financial reports to CHN's Board of Directors
- Regularly reviewing transaction detail log and helping to classify into correct categories
- Providing needed information for regularly filing various tax and other financial reports to Accountant and Director of Membership and Operations
- Coordinating with event staff to record event sponsorships, process all event invoices and reimbursements, and send sponsor/donor receipts



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- Coordinating the data clean-up of financial records with Accountant and Director of Membership and Operations
- Incorporating best practices for financial recordkeeping and making proposals to keep CHN current with industry standards, in consultation with Accountant

## QUALIFICATIONS AND COMPENSATION

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- Salary range (\$40-65 per hour, depending on experience). CHN offers excellent benefits including employer-paid health insurance, contributions to retirement account, paid sick, administrative leave, and paid vacation.
- Past bookkeeping or finance job experience required; some level of post-secondary education is a plus.
- Commitment to social and economic justice issues including ending poverty and hunger through public interest advocacy and organizing around federal policies.
- Ability to manage and prioritize multiple tasks and interact with broadly diverse individuals and groups.
- **Experience with nonprofit financials – including knowledge of lobbying rules and financial limits, grants, large and small donations, event fundraising**
- **Experience with QuickBooks or other budget/accounting software is required.**
- **Experience with remote organizations a plus**
- Professional familiarity with MS Office, Zoom, Slack, AirTable, and Google Apps.
- Office, project management and/or administrative experience very helpful.
- Ideal candidates are detail-oriented, able to balance multiple priorities, and work independently.

*The Coalition on Human Needs is an equal opportunity employer and strongly encourages people with lived experience to apply. CHN does not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.*

## TO APPLY

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**Please email cover letter, resume, and three references to [jobs@chn.org](mailto:jobs@chn.org) with “Bookkeeper” in the subject line. No faxes or phone calls, please. This position will be open until filled.**