



Position Title: Part-Time Bookkeeper

FLSA Status: Non-Exempt

Employment Status: Part-Time; approximately 15–20 hours per week

Reports To: Executive Director

Location: San Antonio, Texas (Hybrid; periodic in-person work may be required)

Compensation: \$25–\$35 per hour, depending on experience and qualifications

Position Overview

The Part-Time Bookkeeper supports the accurate, timely, and well-documented financial operations of the San Antonio Legal Services Association (SALSA). The position is responsible for routine bookkeeping, account reconciliations, transaction processing, documentation, and preparation of financial information for review by the Executive Director, fractional Chief Financial Officer, and independent certified public accountant.

This position helps maintain reliable accounting records in QuickBooks Online, supports grant and audit documentation, and strengthens internal controls within a small nonprofit environment.

Essential Duties and Responsibilities

1. General Ledger and Transaction Management

- Enter and accurately classify revenue, expenses, deposits, transfers, credit card activity, and other transactions in QuickBooks Online.
- Apply the correct account, class, program, grant, donor restriction, customer, and event coding based on approved documentation.
- Maintain organized electronic support for all entries, including invoices, receipts, contracts, deposit records, and approval documentation.
- Prepare routine journal entries and reclassification entries for review and approval by the Executive Director or fractional CFO.
- Maintain a current chart of accounts and consistent transaction descriptions in accordance with SALSA's accounting procedures.

2. Accounts Payable and Expense Documentation

- Review invoices and reimbursement requests for completeness, proper coding, supporting documentation, and documented approval.
- Enter approved bills and prepare payment schedules for authorization by the Executive Director.
- Maintain vendor files, Forms W-9, contracts, and payment records.
- Track outstanding bills and follow up on missing approvals or documentation.
- Assist with annual preparation of vendor information required for Forms 1099, in coordination with SALSA's CPA or payroll provider.

3. Revenue, Deposits, and Donor Reconciliation

- Record grants, contributions, event revenue, sponsorships, program income, and other receipts using the appropriate accounting classifications.
- Identify transaction fees, refunds, chargebacks, recurring gifts, and timing differences.
- Assist the Executive Director with reconciling donor and event records to accounting records.
- Maintain documentation supporting restricted contributions, grant receipts, and releases from restriction.

4. Bank, Credit Card, and Balance Sheet Reconciliations

- Complete monthly bank and credit card reconciliations by established deadlines.
- Investigate unreconciled items, duplicate transactions, stale checks, and unexplained variances.



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- Reconcile selected balance sheet accounts, including accounts payable, prepaid expenses, payroll liabilities, restricted funds, and other assigned accounts.
- Maintain reconciliation workpapers and submit them for review by the Executive Director or fractional CFO.

5. Payroll and Personnel Cost Support

- Record payroll reports and related entries in QuickBooks Online using approved payroll documentation.
- Reconcile payroll, payroll taxes, benefit deductions, and employer benefit costs to payroll-provider reports and bank activity.
- Support allocation of salaries, payroll taxes, and benefits among programs and grants using approved allocation schedules.
- Maintain confidentiality of payroll and personnel-related financial information.

6. Monthly Close and Financial Reporting Support

- Complete assigned monthly-close tasks according to an established checklist and schedule.
- Prepare preliminary financial reports, account-detail reports, budget-to-actual schedules, and supporting workpapers for management review.
- Identify unusual balances, coding inconsistencies, missing transactions, and significant variances.
- Assist with year-end closing entries and schedules under the direction of the Executive Director, fractional CFO, or CPA.

7. Grant, Audit, and Compliance Support

- Maintain financial documentation by grant, funding source, program, and reporting period.
- Assist with grant expenditure schedules, restricted net asset schedules, in-kind contribution records, and supporting documentation.
- Compile records requested for annual audits, monitoring reviews, grant reports, and tax preparation.
- Maintain organized audit workpapers and respond promptly to document requests.
- Follow SALSA's internal controls, document-retention requirements, and accounting policies.
- Recommend practical improvements to accounting workflows, documentation, and internal controls.

Qualifications

- Associate degree in accounting, bookkeeping, business administration, or a related field preferred; equivalent relevant experience may be considered.
- At least three years of bookkeeping or accounting support experience required; nonprofit accounting experience strongly preferred.
- Demonstrated experience with QuickBooks Online required.
- Working knowledge of bank reconciliations, accounts payable, general ledger coding, payroll entries, and month-end close procedures.
- Experience with restricted grants, fund accounting, or nonprofit audits preferred.
- Proficiency with Microsoft Excel and cloud-based document systems.
- Strong attention to detail, judgment, organization, and written communication skills.
- Ability to protect confidential financial, donor, employee, and client information.

Core Competencies

- Accuracy and attention to detail.
- Strong follow-through and personal accountability.
- Ability to identify discrepancies and resolve routine accounting issues.
- Ability to manage recurring deadlines independently.



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- Sound judgment regarding confidential and sensitive information.
- Clear communication with non-financial staff and outside accounting professionals.
- Commitment to SALSA's mission and responsible stewardship of nonprofit resources.

Internal Control and Authority Limitations

- The Bookkeeper may prepare transactions and supporting documentation but may not approve their own work.
- The Bookkeeper is not authorized to sign checks, release electronic payments, open or close financial accounts, change authorized signers, approve payroll changes, or execute contracts.
- Final approval of payments, journal entries, financial statements, grant reports, and accounting policy decisions remains with authorized management and external accounting professionals.

Physical and Work Requirements

- Ability to work at a computer for extended periods.
- Ability to attend periodic in-person meetings and retrieve or organize records when required.
- Ability to meet recurring monthly, quarterly, annual, grant, and audit deadlines.
- Occasional additional hours may be required during audit preparation, year-end close, or major reporting periods.

Compensation and Benefits

The anticipated pay range is \$25–\$35 per hour, depending on experience and qualifications. The position is expected to work approximately 15–20 hours per week. Weekly hours may be adjusted within SALSA's approved annual budget. This part-time position is not currently eligible for employee benefits unless otherwise required by law or provided under future organizational policy.

How to Apply

Please submit a cover letter, resume, and references to hire@sa-lsa.org.

SALSA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, or any other protected status under applicable law.

San Antonio Legal Services Association

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