



**Job Title:** Bookkeeper

**Location:** Option for hybrid or fully remote, based in Washington DC

**Job Type & Pay:** Part-time, 10-15 hours a week, \$25- \$30 per hour

**About Breadcoin:**

Breadcoin Foundation is a nonprofit organization building resilient food systems and connected communities through neighbor-funded tokens and welcoming tables. By using a neighbor-funded token that enables individuals to access nutritious meals and support local businesses we alleviate food insecurity, promote economic stability, and build strong, resilient, and interconnected communities.

**Job Summary:**

Breadcoin Foundation Ltd is seeking a proficient and detail-oriented bookkeeper to join our team. The bookkeeper will play a key role in supporting the Director of Finance & Operations with daily reconciliation tasks and delivering consistent financial assistance of the books and providing on-going financial support. Responsibilities include managing accounts payable and receivable, maintaining financial records, reconciling bank statements, and ensuring accuracy in financial transactions.

**Tasks & Responsibilities:**

- Maintain accurate and up-to-date financial records on a weekly basis
- Process accounts payable and accounts receivable transactions
- Reconcile monthly bank and credit card statements
- Ensure accuracy in financial data
- Oversee micro-loan repayments and invoice tracking
- Assist with audits and tax preparation with an outside CPA firm
- Monitor and track expenses to ensure compliance with budget guidelines
- Collaborate with Director of Finance & Operations to support financial operations

**Requirements:**

- At least 3-5 years as a nonprofit bookkeeper
- Must be familiar with classes and accrual-based accounting
- Proficient in Quickbooks Online
- Familiarity with Stripe, FundraiseUp, Bloomerang, or other CRMs a plus
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Knowledge of financial regulations and compliance standards
- Certification in nonprofit accounting (CNPA) a plus

If interested, please submit your resume to Dana Staley, Director of Finance & Operations, at [dstaley@breadcoin.org](mailto:dstaley@breadcoin.org).