

Financial Bookkeeper – Reston, VA or Remote

FrontStream is seeking a **Financial Bookkeeper** to join our Fund Operations Department in support of the charitable giving and volunteer programs we administer for our clients.

Company Overview:

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide platform for non-profit fundraising, auctions, donor management, corporate social responsibility (CSR), and payment processing needs via our leading software products. Our team is collaborative, enthusiastic, and delivers on our promises.

Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

Position Overview:

The **Financial Bookkeeper** is a key member of the Fund Operations Department supporting high volume donation processing activities. As a **Financial Bookkeeper** you will perform reconciliation tasks, maintain account ledgers, create reports, assist in resolving client issues, complete administrative banking tasks, and assist finance and other departments as needed. The ideal candidate will have superior organizational skills, be detail oriented, and be able to resolve reconciliation issues independently. The position requires a highly analytic team player with good interpersonal and communication skills.

Key responsibilities include, but are not limited to:

- Prepare detailed journal entries for incoming bank deposits, and outgoing grant payments.
- Reconcile incoming donations and prepare records for grant disbursement payments.
- Prepare detailed weekly and monthly reports for product and account stakeholders.
- Investigate and resolve account discrepancies.
- Complete AP and AR processes and reporting.
- Complete reconciliation tasks and data validation across multiple independent systems.
- Maintain an aggressive disbursement payments schedule to nonprofit organizations.

Requirements include:

- Bachelor's degree in finance, accounting, or related field.
- At least 3 years of relevant work experience.
- Proficiency with bank reconciliations and ledger accounting.
- Proficiency in MS Office including Excel, VLOOKUP and Pivot Tables.

Desired Skills and Experience:

- Experience analyzing and manipulating large sets of financial data.
- Experience working in NetSuite or similar financial software package.
- Excellent time management and organizational skills.
- Excellent written and verbal communication skills.
- Familiarity with non-profit accounting, including charitable tax receipting, and stock giving.
- The ability to learn proprietary software quickly and apply general knowledge across multiple use cases.

FrontStream Benefits:

- Competitive base salary.
- Fun, collaborative, flexible work environment with opportunity for growth.
- Health, Dental, and Vision insurance.
- Flexible spending account.
- Life Insurance.
- 401(k)
- Generous time-off and 10 paid holidays

The company is headquartered in Reston, VA with an office in Toronto, ON.

Interested candidates should send resume, references, and salary history to: careers@frontstream.com with "***Financial Bookkeeper***" in the subject line. No phone calls please.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.