

Part-Time Nonprofit Bookkeeper – CFO Clients

What Makes Panoramic Strategy Different?

At Panoramic Strategy, we're passionate about making a real difference with our nonprofit and social enterprise clients - *guiding them to sustainably accelerate impact in their communities*. Our focus on creating partnerships in this sector sets us apart, and our culture of flexibility and collaboration creates a dynamic work environment where every team member plays a vital role in driving meaningful change. When you join us, you're joining a dedicated core team that helps clients maximize their impact in the communities they serve.

Success at Panoramic Strategy means building lasting and meaningful partnerships with our nonprofit clients, working side-by-side to amplify their impact. You won't just be assigned to a client and left on your own—you're part of a journey where we celebrate every win alongside our nonprofit partners! Together, we're making lasting, positive change, and your contributions are key to that success.

For over eight years, we've specialized in delivering financial, strategic, and change management services to help growing social enterprises expand their reach. To date, we've partnered with clients in more than 40 states, managing over \$1 billion in revenue and \$3 billion in assets.

What You Can Expect & What We're Looking For!

At Panoramic Strategy, we offer a mission-focused culture with genuine support, both in and out of the workplace. Our team enjoys a remote, flexible, and team-oriented work environment, with plenty of opportunities for growth through professional education and competitive compensation. Even our part-time staff members have access to professional development and many of the same benefits as full-time employees.

We are currently seeking an experienced and knowledgeable **Nonprofit Bookkeeper**. The ideal candidate is a dedicated and personable team player, excited to guide our nonprofit clients with expert and detailed bookkeeping services. This role involves managing a portfolio of clients, both virtually and occasionally on-site. You will work closely with internal team members, client staff, and Finance Committees, building strong relationships and providing valuable support.

What You'll Do

As the **Nonprofit Bookkeeper**, you'll be the specialist for a portfolio of 3-5 nonprofit clients (for part-time team members), supported by a dedicated Panoramic Strategy team that includes an Accounting Director, Finance Director, and yourself. You'll assist clients by implementing bookkeeping and accounting best practices, ensuring compliance, and driving strategic financial growth.

Key Responsibilities

- Performs routine bookkeeping and accounting tasks independently, as assigned by the Accounting and Finance Directors.
- Compiles and records all accounts payable and receivable transactions, including accruals, and prepares weekly invoice payments.
- Reconciles bank and credit card statements accurately and in a timely manner.
- Ensures timely, accurate, and complete delivery of financial tasks, adhering to the highest ethical standards and generally accepted accounting principles (GAAP) for non-profit entities, in alignment with the organization's mission, values, and standards.
- Analyzes and prepares monthly financial statements for review by the Accounting Director.
- Supports the annual audit process, ensuring all required schedules are completed on time.
- Assists clients with the preparation of Form 990, 1099s, and other tax, benefit, and regulatory schedules.
- Manages clients' QuickBooks and Bill.com platforms efficiently.
- Performs ad-hoc accounting tasks as needed.

Qualifications

- Strong passion for supporting nonprofit organizations and an understanding of their unique financial challenges. Nonprofit and grant accounting experience is required.
- An associate's degree in a related field is strongly preferred, or a combination of education and experience that demonstrates the necessary knowledge and skills to perform the role.
- At least 5 years of accounting or bookkeeping experience, including double-entry accounting (debits and credits), reconciliations, and a solid understanding of the chart of accounts, trial balance, and balance sheet.
- Intermediate to advanced proficiency in Microsoft Excel and QuickBooks.
- Proficient in Microsoft Word, PowerPoint, Gmail, and teleconferencing platforms like Zoom, with experience using standard office equipment.
- Knowledge of accounting theory and practices specific to nonprofits is highly desirable.
- Proven ability to manage multiple clients and projects simultaneously.
- Ability to work both independently and collaboratively, with flexibility to adapt to changing client needs and priorities.

Panoramic Strategy Solutions Offers:

- Competitive compensation (Hourly Rate at \$30 / hr)
- Remote work environment
- Flexible work-life balance, with full- and part-time positions available
- Unlimited PTO
- Paid parental leave
- Medical coverage reimbursement
- 401K with company match
- Referral bonuses for new talent and clients

- Reimbursement for professional development opportunities and bonuses for obtaining additional certifications.
- Company-provided laptop and technology equipment

At Panoramic Strategy, we value diversity and are an equal opportunity employer. We celebrate differences and do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

<https://www.panoramicstrategy.com/>