



**JOB DESCRIPTION:**  
**BOOKKEEPER (PART-TIME)**  
**SALARY RANGE: \*\$15-20/HR**  
*\*Salary Commensurate with Experience*

**A LITTLE ABOUT US:**

Big Buzz Idea Group works with nonprofits and associations who want their offices to run more efficiently so they can focus on their mission and organizational growth. We are a fast-paced, rapidly growing company that believes in working hard, playing hard and elevating the common good.

**WHO WE'RE LOOKING FOR:**

We're looking for a part-time Bookkeeper to accurately record all day-to-day financial transactions for our current clients. This individual will be expected to maintain and update financial records, including, but not limited to, accounts receivable, accounts payable, receipt tracking and monthly bank reconciliations. The Bookkeeper will work with Account Coordinators and report to the Director of Operations and the CEO.

As with all members of the Big Buzz team, the Bookkeeper is expected to follow the policies described in the Big Buzz handbook and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

**PRIMARY DUTIES (NOT LIMITED TO):**

- Maintain accurate financial records
- Input charges into Quickbooks
- Organize purchase receipts
- Reconcile monthly bank statements
- Process client reimbursements
- Pay vendors and suppliers in a timely fashion
- Generate regular financial reports
- Make bank deposits
- Maintain an orderly accounting filing system
- Work with Account Coordinators
- Report to Director of Operations and CEO
- Occasionally manage the phones
- Provide clerical and administrative support to management as requested

**A SUCCESSFUL BOOKKEEPER SHOULD BE:**

- Proficient in Quickbooks and Microsoft Office Suite
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Able to meet deadlines
- An excellent manager of time
- A team player

**QUALIFICATIONS:**

- Associate's degree in accounting, business administration or equivalent business experience
- Knowledge of basic bookkeeping and generally accepted accounting principles
- Proficient in Quickbooks and Microsoft Office Suite
- At least 2 years of bookkeeping experience
- Excellent communication skills including knowledge of proper grammar and spelling
- Ability to prioritize tasks, solve problems and think on their feet

**LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:**

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit and what your favorite food is. Please no phone calls. We'll be in touch!

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