

## **NamaStacy Yoga Corporation®**

### **Bookkeeper**

Under the direction of the NamaStacy Yoga Corporation® Board of Directors (BOD), this position is responsible for performing a variety of bookkeeping and accounting duties including financial record keeping and transactions including accounts payable, receivable and general ledger. Maintains accounts and performs periodic billing. Desired individual will have advanced experience with Quickbooks, experience working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals. Must possess strong organizational and time management skills with acute attention to detail.

### **Responsibilities**

- Issue checks for bills and reimbursements in an accurate and timely manner
- Ensures that all expenditures are appropriately categorized
- Works closely with the BOD to ensure accuracy
- Reconcile bank accounts and provide reports to BOD monthly
- Keep clear and accurate records and alerts the BOD of any past-due accounts/bills
- Proactively maintains highly organized filing system; files invoices, reimbursements, and other financial records
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues

- Assist in the development and implementation of systems and procedures as needed
- Assist with special projects or does research as assigned
- Performs other duties as assigned by the BOD

## **Qualifications**

- Advanced proficiency in Quickbooks required
- Nonprofit experience is a plus
- Additional proficiency in Windows and Macintosh operating systems and with MS Word, Excel and Internet Explorer/Firefox
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities
- Strong mathematical skills
- Strong interpersonal skills with ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgment and ability to make timely and sound decisions.

## **About NamaStacy Yoga Corporation®:**

The NamaStacy Yoga Corporation® is a Florida Not-For-Profit 501(c)(3) Corporation that is in the business of paying it forward. We are committed to providing current and aspiring yoga teachers worldwide scholarship funding for Yoga Alliance recognized teacher trainings. All Yoga Alliance 200 or 500 hour teacher trainings, continuous education courses, workshops or retreats are eligible for scholarship consideration.

