



Bookkeeper Job Description

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

The Bookkeeper must be detail-oriented and highly organized. Prior experience in a finance and/or nonprofit setting is preferred. The Bookkeeper will report directly to the Finance Manager. This is a full-time, 40-hour hybrid position with some remote working opportunities and flexible scheduling. The candidate must live or commute to Nashville, Tennessee.

General Responsibilities:

- Work directly with the finance team and indirectly across all other departments
- Collect backup documentation, such as receipts, and maintain organized financial records
- Match and categorize transactions in QuickBooks
- Perform financial data entry, in Excel and QuickBooks
- Assist with regular financial reconciliations
- Maintain and assist with Petty Cash
- Fulfill check requests (check writing, backup documentation, and printing/distribution)
- Create and maintain sales receipts and journal entries
- Monitor employee timesheets and time off requests
- Assist with biweekly payroll processing and tax payments
- Assist with accounts payable/receivable
- Assist with updating client case expenditure reports
- Perform other tasks, as assigned

Requirements:

- Basic bookkeeping knowledge
- Experience in data entry
- Proficiency in Microsoft Excel and Google Sheets
- Strong attention to detail
- Highly organized
- Ability to multitask and prioritize goals based on strict deadlines
- Attend planning and staff meetings
- Attend finance and operational meetings



Preferred qualifications:

- Familiarity with QuickBooks or a similar accounting software
- A degree in finance, accounting, or a related field
- Prior non-profit experience

Salary & Benefits:

- **Job Type:** Full-Time
- **Salary Range:** \$40,000 - \$42,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)

To Apply:

Send a cover letter, resume, and two professional references to careers@empowernashville.org. Please include *Bookkeeper* in the email subject line. Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.