



OPEN POSITION
Date Posted: May 25, 2023

Updated: May 24, 2023
Position Title: Bookkeeper
Staff Group: UU Funding Program
Reports To: UU Funding Program Director
Location: UU Funding Program office in Jamaica Plain, MA* Or possibly remote.
Grade: 10, part-time
Hours/Week: 6 - 12 hours per month

Purpose

To manage the UU Funding Program's financial recordkeeping and provides accurate, up-to-date financial information.

Principal Responsibilities

1. Processes expenses and payments in Quicken.
2. Maintains the General Ledger and Chart of Accounts.
3. Reconciles accounts with the UUA General Ledger monthly, quarterly, and annually.
4. Creates reports on office expenses and grants awarded.
5. Assists Director and Grants Manager in office tasks and in planning meetings.
6. Performs other duties as requested by supervisor.

Qualifications

This is a Grade 10 position (expected hiring range \$30-\$35 per hour commensurate with experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training.

Requirements include:

- Familiarity with GAAP (Generally Accepted Accounting Principles), non-profits, budget analysis and presentation, Quicken and Quickbooks (Mac versions necessary).
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word).
- Familiarity with the UUA and/or congregations would be of great value.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Understanding of issues around anti-racism, anti-oppression and multiculturalism. Eagerness to work in an organization in which the dismantling of systems of oppression such as white supremacy, trans/homophobia, and ableism is a high priority.

* Note that the UU Funding Program office in Jamaica Plain, MA is a third-floor walkup.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating "Bookkeeper" in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of

religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies.

We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org.

Proof of a full course vaccination against COVID-19 is a requirement of employment, in alignment with the UUA's commitments to science and equity, protecting those who are most vulnerable. Medical exemptions are considered upon recommendation from a provider.

Please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.

As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.