



Honoring You

Free and Affordable Doula Care For All of Life's Journeys

PT Bookkeeper for Nonprofit

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Honoring You is a non-profit with the goal of redefining in-home care by providing free and affordable, compassionate, kind and loving one-on-one doula care throughout the lifespan. This includes support during pregnancy and postpartum periods, childhood, bereavement and loss, companion care and end of life care/hospice care.

Honoring You currently provides **Affordable Rates through our Sliding Scale Program and Free Services through our Professionally Referred Free Service Packages and Community Education/Support Groups. These services are available** for families, children and individuals in Greater Philadelphia.

We offer a **Sustainable Wage Program** too!

We provide care to the greater Philadelphia Area and are dedicated to changing in-home care by building a community of caregivers that are dedicated to being kind, loving and present with those that they serve. All of our caregivers are provided a sustainable wage.

Job Description

We are seeking an PT bookkeeper (3-5 hours per month) to reconcile the books and invoices for our organization and to update our estimated budget with monthly actuals. Some program related data entry will be a part of this position as well.

Hours and Pay

- **\$35/hour**
- **~ 3-5 hours per month**

Responsibilities

- Reconcile accounts monthly using QuickBooks
- Update estimated budget with monthly actuals
- Doula and Service Provider invoice reconciliation
- Some program related data entry work

Qualifications

- Proficiency using QuickBooks, Stripe and Venmo Business
- Proficiency using Excel
- At least 2 years of bookkeeping experience
- Experience with nonprofits
- Connection to the Mission of Honoring You and natural passion to help others and help us expand our outreach
- Positivity, self-motivation and a collaborative mindset are a must!

Resumes with cover letters will be prioritized.

Email Katie directly at katie@honoringyou.org with your resume and/or any questions you may have.

We look forward to meeting you!

Sincerely,

Katie Cavuto, Founder and Executive Director, Honoring You

www.honoringyou.org