



JUSTICE•SERVICE•IMPACT

Pro Bono Network

Part-time Bookkeeper

Pro Bono Network is a nonprofit agency located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income persons. We work with legal aid agencies in Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at www.pro-bono-network.org. We have a very informal, collaborative and supportive work environment, with 6 part-time staff members and 2 consultants. We also have college interns and volunteers occasionally working in the office. Staff and consultants currently work a combination of in-office and remotely.

Position description

Pro Bono Network is looking for a part-time bookkeeper. Duties include maintaining all accounts in Quickbooks, preparing bank deposits, writing checks for Executive Director to sign and send, entering debit transaction information, accepting online donations into the LGL software program, preparing donation acknowledgement letters, syncing transactions from processors like Stripe and PayPal with Quickbooks, completing monthly bank reconciliations for all accounts, running needed financial reports, helping manage vendors and bills, and assisting with required corporate filings. Additional assistance is also needed during annual appeal season, fundraising events, and tax filing season.

This position will be as a consultant serving as an independent contractor, averaging 5 hours per week, with the actual weekly amount varying throughout the month and throughout the year. Consultant will occasionally work on-site at PBN, but primarily will work offsite at their own location. Consultant will be paid an hourly rate of \$22-24 based on experience.

Qualifications: Candidate must be proficient in QuickBooks and using donor client management software. Experience in a small office environment as a bookkeeper

is preferred. Must have the ability to communicate effectively by phone, electronically, and in writing; work independently; multitask; and meet deadlines.

Supervision:

The Executive Director will be the main contact for the position, with PBN's Treasurer also having significant contact.

Application procedure: Please email resume and cover letter to linda.rio@pro-bono-network.org. Include your availability to start, and two professional references. References will not be called without notice to the applicant. Preferred application deadline is March 1, with an anticipated start date of mid-March, but position will remain open until filled.