

Job Title:	Bookkeeper	Position Type:	Part-Time
Location:	Remote	Level/Salary Range:	\$22.00/hr.
Background			
The Water Well Trust (WWT) is a 501(c)(3) organization created by the Water Systems Council to provide a clean water supply to American families living without access to a precious resource most of us take for granted. WWT and its partners provide financing and grants for wells and septic systems for low-income homeowners nationwide that need safe drinking water. We serve Americans living primarily in rural, unincorporated areas or minority communities throughout the United States.			
Job Description			
ROLE AND RESPONSIBILITIES WWT is seeking a proactive, detail-oriented Bookkeeper to manage day-to-day accounting operations in support of its non-profit mission. This hands-on role requires strong bookkeeping expertise, sound judgment, and clear communication in a fast-paced remote environment. The ideal candidate is self-directed, service-minded, and committed to accuracy, collaboration, and continuous improvement. Experience with nonprofit finance, GAAP reporting, and client relationship management will support success in this role. Job Responsibilities: • Manage monthly close process in QuickBooks Online, including bank, credit card, and payment platform reconciliations • Collect and process monthly payments from clients, including delinquent accounts • Establish and maintain client loans in loan amortization software • Perform accounts payable and accounts receivable reconciliations and processing • Prepare and execute journal entries • Manage receipt documentation for all transactions • Track and monitor restricted grants in QBO • Recommend and implement client QBO improvements • Prepare and file 1099s annually • Provide financial audit support • Participate in team knowledge-sharing and process improvement initiatives • Stay updated on nonprofit accounting principles and best practices, implementing new techniques as needed • Retrieve and process mail from the Post Office in Davidson, NC, as part of the role's remote responsibilities (on occasion) • Other duties as assigned QUALIFICATIONS AND EDUCATION REQUIREMENTS • Bachelor's degree in accounting or a related field strongly preferred • Minimum of 3 years of bookkeeping experience, preferably supporting 501(c)(3) nonprofit organizations • Demonstrated experience managing restricted funding, grant compliance, cost and payroll allocations • Advanced proficiency in QuickBooks Online			

- Strong working knowledge of Excel or Google Sheets, ADP, and Microsoft Office applications
- Exceptional accuracy, attention to detail, and quality-control discipline
- Strong client service, communication, and problem-solving skills
- Excellent time management and the ability to prioritize competing deadlines
- Self-directed work style suited to remote collaboration
- Experience supporting financial audits and preparing audit schedules and work papers

PREFERRED SKILLS

- Bilingual in Spanish

BENEFITS

- Retirement Account with up to 5% company match
- PTO
- 13 Paid Company Holidays Per Year

ADDITIONAL NOTES

SUBMIT RESUME VIA EMAIL TO:

emcclain@waterwelltrust.org

Subject Line: Open Position