

**Franciscan Monastery Garden Guild (FMGG)  
Volunteer Job Description**

**Job Title:** Bookkeeper  
**Reports To:** CEO/Director of Project Management  
**Status:** Volunteer

**ABOUT:** FMGG, a volunteer-run nonprofit, is a single, independently operated private urban farm, apiary, orchard, and meadow that donates gratis 100% of its vegetable and fruit produce to nonprofit organizations within the metro DC area for those who need food. It is located on the grounds of the Franciscan Monastery of the Holy Land at 1400 Quincy Street, NE, Washington, DC.

**POSITION SUMMARY:** We are seeking a part-time *volunteer* Bookkeeper to support FMGG's CEO/Director of Project Management with maintaining financial records and processing payments.

**TIME COMMITMENT:** About 5-8 hours per week, year-round.

**SUPERVISORY RESPONSIBILITIES:** None.

**SPECIFIC RESPONSIBILITIES:** Under general directions and supervision, the Bookkeeper is responsible for supporting financial activities. Specific job functions:

- Accounts Payable:
  - Process payments.
  - File hard copies of receipts by month.
  - Reconcile bank statements in QuickBooks and tie to actual receipts.
  - Map expenses to chart of accounts in QuickBooks.
- Accounts Receivable:
  - Process and record all income (checks, credit cards, and cash).
  - Generate thank you letters to donors; copy and file.
  - Reconcile bank statements in QuickBooks.
- Other:
  - Create slides for reporting to various stakeholders (Franciscan Monastery, FMGG's Board of Directors and members, funders, etc.).

**SKILLS:** Knowledge of QuickBooks and MS Excel. Good written and verbal communication skills. Ability to effectively present information and respond to questions from a variety of audiences. Ability to communicate with constituents on the telephone, in person, and in writing.

**WORK ENVIRONMENT:** The noise level in the work environment is usually low to moderate and conducive to perform required duties described in this job description.

**TO APPLY:** Please email your resume and a short cover letter to [gardenguild@gmail.com](mailto:gardenguild@gmail.com)