



ALAMEDA COMMUNITY SAILING CENTER

Alameda Community Sailing Center (ACSC) is hiring a part-time bookkeeper!

Ideal candidates:

- Are local, primarily to check the PO Box weekly and be able to attend 1 to 2 evening meetings per month
- Have an understanding of non-profit accounting
- Can dedicate ~40 hours per month; more in the summer & less in the winter

ACSC Bookkeeping Duties:

- general bookkeeping
- answer the phone
- payroll / check registers
- accounts payable / receivable
- bank reconciliation
- bill payment
- budget preparation
- customized reports
- detailed general ledgers
- financial statements
- Review and potentially update procedures / accounting software / banking, as needed..

The bookkeeper will work with the Board of Directors and the Program Director.

It's a fun environment and for a good cause.

Please send cover letters, resumes, and questions to President@SailAlameda.org.