

**Title:** Full Charge Bookkeeper

**Exempt/Non-Exempt/Contract/Temporary:** Non-Exempt

**Full-Time/Part-Time:** Part-Time

**Reports To:** CEO

**Direct Reports:** 0

**OUR MISSION:**

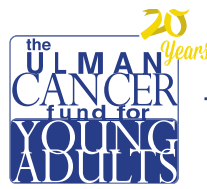
The Ulman Cancer Fund for Young Adults (UCF) changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

**YOUR ROLE IN OUR MISSION:**

This role will be responsible for supporting UCF's programs, events, and overall operations by accurately recording and reporting financial data. UCF's teams depend on accurate financial reports to manage budgets and make programmatic decisions, making this role foundational to the functioning of all teams and the organization as a whole.

**Responsibilities:**

- AR
- AP
- Payroll submission and entry
- Journal entries
- Transactions
- Bank deposits
- Reconciliations
- Financial Reporting



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### **Essential Skills & Requirements:**

- Bachelor's Degree, preferably in accounting
- Minimum 2 years hands-on experience using QuickBooks
- Basic Excel knowledge (formulas, subtotal, data sorting)
- Basic knowledge of GAAP and double-entry accounting methods
- Sharp communication skills
- Experience working in team environments
- Capacity to organize and communicate financial information

### **General**

Ability to work and accomplish tasks independently is important for success in this role. The right candidate must be willing and able to collaborate and communicate with cross-functional teams to support their work. Some flexibility in work hours is available but standard office hours are 9-5, Monday through Friday.

### **UCF Work Environment**

UCF has been recognized over the past 2 years by the Baltimore Business Journal and Non-Profit Times as one of the Best Places To Work. We have an open, fun, inspiring, and collaborative environment. Your teammates are committed to improving the lives of young adults impacted by cancer as well as helping their family and loved ones. We work hard and play hard. Being a small nonprofit, teammates wear many hats and pitch in to ensure tasks are completed excellently and on time.

**To Apply:** Interested candidates should submit a cover letter and resume to [careers@ulmanfund.org](mailto:careers@ulmanfund.org) with "Bookkeeper" as the subject line