

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Part-Time Bookkeeper

ILI Mission Statement

Indiana Latino Institute's mission is to advance Latino educational attainment and workforce preparedness statewide through advocacy, leadership development, and culturally responsive programming.

ILI Vision

ILI envisions a thriving and proud Latino community in Indiana, benefitting from its education attainment and career opportunities, and civically and economically contributing to the communities in which they live. In reaching the Indiana Latino community's vision, ILI will serve as a trusted voice and a catalyst for change on all aspects of education, workforce preparedness, and other pressing issues affecting Latino Hoosiers.

Part-Time Bookkeeper Position

The Part-Time Bookkeeper will manage ILI's financial operations, ensuring accurate and timely processing of all financial transactions, maintaining detailed records, and supporting the organization's financial reporting needs.

Position Duration

Initial 6-month temporary position with possibility of extension based on organizational needs and funding availability

CANDIDATE QUALIFICATIONS

- Associate's degree in Accounting, Business, or related field; Bachelor's degree preferred
- Minimum 3 years of bookkeeping experience, preferably in nonprofit sector
- Proficiency in QuickBooks and Microsoft Excel
- Experience with payroll processing and tax reporting
- Knowledge of nonprofit accounting principles and practices
- Understanding of grant accounting and reporting preferred
- Bilingual English/Spanish preferred

REQUISITE CANDIDATE TRAITS

- High attention to detail and accuracy
- Strong organizational skills
- Ability to maintain confidentiality
- Excellent time management skills
- Professional communication abilities
- Problem-solving mindset
- Ability to work independently

PRIMARY ROLES AND RESPONSIBILITIES

External Relations and Reporting

- Serve as primary liaison with external accounting firm
- Present financial updates to Board of Directors
- Coordinate and assist with annual audit process
- Generate and distribute financial reports for stakeholders
- Maintain professional relationships with financial institutions

Financial and Employee Benefits Management

- Process accounts payable and accounts receivable
- Reconcile bank and credit card statements monthly
- Maintain organized financial records and documentation
- Process bi-weekly payroll and tax payments
- Track and maintain employee PTO balances
- Process employee expense reports and reimbursements
- Generate internal financial and PTO reports

Grant and Contract Management

- Track and manage grant-specific accounting and financial reporting
- Monitor grant budgets and expenditures
- Process grant-related invoices and payments
- Maintain financial documentation for grants and contracts
- Assist in preparing grant financial reports and budget modifications
- Support grant compliance through proper financial tracking

Compliance and Reporting

- Assist with preparation for annual audit
- Ensure compliance with financial policies and procedures
- Maintain organized files for audit purposes
- Support tax return preparation

Schedule and Compensation

- 20-25 hours per week
- Flexible schedule with some remote work possible
- Competitive hourly rate based on experience

INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a resume to:

Andrew Peñalva
Acting President and CEO, Indiana Latino Institute
apenalva@indianalatinoinstitute.org

Position will remain open until filled.