

**Position Title****Bookkeeper****Volunteer Staff (Unpaid), Membership Provided****Position Description**

Under the direction of the Executive Director this position is responsible for performing a variety of bookkeeping and accounting duties financial record keeping and transactions including accounts payable, receivable and general ledger. Desired individual will have advanced experience with Quickbooks, experience working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the makerspace team.

**Time Commitment**

Approx. 10 hours / week as needed, remote work possible

**Desired Qualifications**

- Proficiency in Quickbooks a must
- Nonprofit experience a plus
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Strong mathematical skills.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment, with the ability to make timely and sound decisions.

**Duties & Responsibilities**

- Issues checks for bills and employee reimbursements in an accurate and timely manner; ensures that all expenditures are appropriately categorized.
- Reconciles membership dues records and ensures accuracy of records.
- Reconciles bank accounts and provides reports to E.D. and Treasurer monthly or as required.
- Proactively maintains highly organized filing system; files invoices, reimbursements, and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures as needed.
- Assists with special projects or does research as assigned.

This position reports to the Executive Director

### **About Lansing Makers Network**

Lansing Makers Network is Lansing's non-profit, community-run makerspace. Our facility serves as a melting pot of arts, science and technology projects and a space for both structured and unstructured hands-on learning. We support members' 24/7 access to our woodshop, machine shop, digital fabrication, electronics, crafting, and metal fabrication spaces as well as formal instruction in a variety of topics. More information about how we run our makerspace can be found in our Member Handbook, available here:

[https://wiki.lansingmakersnetwork.org/member\\_handbook](https://wiki.lansingmakersnetwork.org/member_handbook)

### **About Volunteer Staff Positions**

Volunteer staff at Lansing Makers Network generally commit to approximately 10 hours per week and have a defined job description and responsibilities. Volunteers Staff are provided with a gratis membership to Lansing Makers Network and are able to purchase additional memberships for family members at the family membership rate.

### **How to Apply**

Send a resume and cover letter highlighting why you would like to volunteer at Lansing Makers Network and why you think you would be a good fit for this position. Be sure to highlight any experience you have that you think would make you a great fit. Please, make sure to highlight the **specific** position you'd like to be considered for. Send applications via email to [president@lansingmakersnetwork.org](mailto:president@lansingmakersnetwork.org).