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Administrative - Bookkeeper

Are you well-organized and great with numbers? Do you have past bookkeeping skills that you want to utilize, or want to add some wonderful experience onto your resume? Help keep our financial data up to date, which in turn allows us to work more efficiently in providing diverse services to older adults on the North/Eastside!

Responsibilities:

- Organize receipts to ready for data entry and keep our financial data up to date by entering information into Quickbooks.
- Responsible for monitoring accounts payable and receivable.
- Update our donor database based on received donations or any returns.

Commitment:

- Minimum 2 hours a week, Monday – Friday. Will require up to 4 hours at certain times of the year.
- Volunteers are able to select shifts that fit their schedule.
- Minimum 1-year commitment.

Requirements:

- 2 years of bookkeeping experience and working knowledge of Quickbooks.
- Able to keep confidentiality.
- Must pass a criminal background and personal references check.

Benefits:

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.