

Part-Time Bookkeeper / Accountant (Nonprofit)

Organization: TANGO2 Research Foundation

Hours: 20 hours per month

Location: Remote with local in-person responsibilities (**must be based near Old Saybrook, CT**)

About Us

The TANGO2 Research Foundation is a rare disease nonprofit organization dedicated to advancing research, awareness, and support for individuals affected by TANGO2 Deficiency Disorder. We manage multiple funding streams, including grants, donations, and corporate giving, and are committed to financial transparency and accuracy.

Position Overview

We are seeking a highly motivated, organized, detail-oriented **permanent part-time Bookkeeper/Accountant** to manage and maintain the Foundation's financial records. This role is critical to ensuring accurate accounting, proper tracking of diverse income sources, and reliable reporting for grants, donors, and internal decision-making.

The ideal candidate is not only experienced in bookkeeping but also proactive in improving systems, establishing best practices, and ensuring long-term financial organization.

Position Details

- \$30 an hour
 - Flexible schedule (20 hours/month)
 - Must be available to work during Eastern Standard Time (EST) business hours. Flexibility may be required to accommodate occasional needs outside of regular business hours.
 - Must have a reliable home office setup, including a working computer and secure internet connection, to effectively manage financial systems and confidential data remote
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Key Responsibilities

Bookkeeping & Financial Management

- Maintain accurate and up-to-date financial records in **Aplos accounting software**
- Reconcile bank accounts, credit cards, and payment platforms regularly
- Ensure books are balanced monthly

Income Tracking & Allocation

- Track and properly categorize income from multiple sources, including but not limited to; PayPal, checks, Raisely, corporate giving platforms, grants, stripe
- Ensure restricted and unrestricted funds are accurately allocated
- Maintain clear audit trails for all revenue streams

Grant & Compliance Support

- Manage post-award financial activities, including budgeting, expense tracking, invoicing, and financial reporting
- Monitor grant expenditures to ensure allowability, allocability, and compliance with sponsor guidelines (e.g., federal, private, & foundation)
- Maintain documentation to support audits and reporting requirements
- Support preparation and submission of financial reports, reconciliations, and forecasts
- Review and support approval of transactions, subawards, and reimbursements
- Support audits and ensure accurate documentation and record-keeping
- Provide guidance to internal and external project teams on budget management and grant compliance
- Coordinate internal and external grant closeout activities and final financial reporting with the Foundation's Research Director
- Ensure proper accounting and tracking of internal and external grant funds

Reporting & Donor Support

- Generate accurate financial reports (monthly, quarterly, annually)
- Produce donor reports to support acknowledgment and stewardship efforts
- Assist in tracking donations to ensure timely and accurate donor recognition

Local In-person Responsibilities

- Pick up mail and physical checks (as needed) from a PO Box and deposit checks at a local bank
- Ensure timely and secure deposit of checks at designated banking institutions
- Maintain accurate records of all deposits

Systems & Process Improvement

- Develop and implement standard operating procedures (SOPs) for cash flow management, income tracking and expense categorization
- Recommend and implement best practices for nonprofit financial management
- Help streamline processes across multiple income platforms

Qualifications

- Bachelor's degree in Accounting, Finance, or related field preferred
 - Demonstrated experience in bookkeeping, accounting or financial management
 - Proficiency with financial systems (Aplos) or similar accounting software (QuickBooks Excel, etc.)
 - Experience with grant accounting, preferably in a research or nonprofit setting
 - Experience managing multiple income streams and payment platforms
 - High attention to detail and accuracy
 - Strong communication, organizational and time management skills
 - Tech-savvy and comfortable working with online financial tools
 - Ability to work independently and meet deadlines with minimal supervision
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Preferred Qualifications

- Experience with nonprofit donor reporting
 - Familiarity with platforms like PayPal, Raisely, and corporate giving systems
 - Experience supporting grant pre and/or post award management (especially federal or privately funded research grants)
 - Background in developing financial processes or Standard Operating Procedures (SOPs)
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What We're Looking For

- A strong dynamic communicator who's a team player and proactive thinker that can build systems, not just maintain them.
- Someone who understands the importance of accuracy, transparency, and stewardship in a fast-paced nonprofit environment.
- Capable of working remotely, but collaboratively with Foundation staff, board members and others.