



Bookkeeper Position Announcement

- **Are you seeking a part-time position in a team environment?**
- **Are you one of those rare people that loves to do bookkeeping?**
- **Are you passionate about accessible healthcare for all?**

... If so, you need to talk to us!

Nevada Primary Care Association (www.nvpca.org) is a 501(c)(3) nonprofit membership association in Carson City NV. NVPCA is an administrative, nonclinical office and the federally designated primary care association for the state of Nevada working primarily with Federally Qualified Health Centers (FQHCs) and other clinics providing care to underserved individuals.

Responsibilities include:

- Inputting data into accounting software (QuickBooks Desktop) with a focus on accounts payables
- Entering all credit card expense and record correct funding source
- Recording all deposits and vendor bills
- Managing grant funding drawdown
- Assisting with monthly and quarterly reporting
- Assisting with audit preparation
- Various other duties on an as-needed basis

Qualifications include:

- 3+ years prior bookkeeping experience
- Associate's or Bachelor's degree with accounting coursework preferred
- Knowledge of Intuit QuickBooks Desktop and Microsoft Office product suite

Other Skills and Abilities:

- Proactive approach to managing projects and meeting deadlines
- Desire to work and thrive within small, fast-paced nonprofit environment
- Ability to analyze data, draw conclusions, and respond appropriately
- Strong attention to detail, prioritizing, and organizational skills
- Excellent verbal and written communication skills

Location: Carson City Office (Nonclinical)

Next Steps: If you are qualified and interested, email your resume to hr@nvpca.org.