



# Multisensory Reading Centers of Puerto Rico

“Improving educational achievement in Puerto Rico one child at a time”

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## Bookkeeper

Multisensory Reading Centers of Puerto Rico (MRC) is a 501c3 non-profit organization whose mission is to provide access to effective literacy instruction for struggling readers, particularly students with language-based learning disabilities.

### Job Purpose and Summary

The Bookkeeper is responsible for the preparation and maintenance of financial records and reports for MRC. S/he provides financial support to the Program Administrator through bookkeeping, payroll, banking and reporting services.

Under the direction of the Program Administrator, the Bookkeeper maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

### Duties and Responsibilities

#### A. Bookkeeping

- Prepare Accounts Payable files and process checks for signing and distribution
- Record Accounts Receivables (Reading clinic sessions reconciliation)
- Reconcile all accounts and prepare financial statements, including Balance sheet, Revenue and Expenditure, Performance to Budget
- Maintain financial record and filing
- Follow up with MRC's accounts payables

#### B. Invoicing

- Prepare and reconcile monthly invoices for payment

#### C. Payroll

- Administer group benefits and prepares monthly payroll for approval by the Program Administrator
- Maintain records for taxable benefits

#### D. Banking

- Makes bank deposits
- Reconcile bank accounts monthly
- Monitor cash flow and cash management

#### E. Reporting

- Prepare monthly Financial Statements
- Prepare Grant Reporting reports
- Prepare grant confirmations and monitor reporting requirements
- Prepare monthly documentation for the accountant
- Prepare audit documentation when required.

#### F. Budget

- Assist in the management and implementation of the annual budget
- Assist in the financial development of annual strategic plans and operations
- Assist in the preparation of the annual budget in consultation with the Board of Governors and the Executive Director

#### Knowledge, Skills and Abilities

- Strong computer skills: Intuit Quickbooks, Excel and PowerPoint
- Complete and expert understanding of all accounting principles and standards for non-profit organizations
- Degree in business or administration
- Minimum 5 years recent related experience, ideally with a non-profit organization

#### Conditions of Employment

This is a part time position of 10 hours per week and the incumbent will work partially in the MRC office and the rest of the time from their home.

*\*At the present time MRC is a small organization, thus its resources should be willing to exhibit great collaboration and disposition to support the operation of the organization outside of their scope of work when requested.*

<b>Candidates please send your resume to <a href="mailto:info@mrcpr.org">info@mrcpr.org</a></b>
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*MRC is an equal opportunity employer. All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

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