



1020 Legacy Drive
Bedford, VA 24523
Phone: (540) 297 5982
www.legacyintl.org

Bookkeeper

as of June, 2022

OUR COMPANY, OUR MISSION

Legacy International *equips emerging leaders to transform their values and vision into sustainable success.* Our programs and services help people of all ages form effective teams around shared values, work collaboratively to improve their communities, develop entrepreneurial mindsets and business models, promotes social responsibility leading to cohesive and sustainable communities.

Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 110 countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia, in the Blue Ridge foothills, with additional employees working in Washington, DC. **(NOTE: This job is based in Bedford, Virginia. Remote work is not possible.)**

GENERAL SCOPE OF WORK

Work as part of a highly-collaborative team that manages financial operations, accounting, audit preparations, and financial planning for an international non-profit with an annual budget of \$2.5+ million.

Primary responsibilities: 1) accounts payable and receivables; 2) data entry and check-writing using Sage accounting software; 3) multiple checking account maintenance, including monthly reconciliations; 4) processing cash advance requests; 5) making online banking transactions; and 6) maintaining multi-departmental filing, both digital and paper.

Start Date, Location & Workload: This position *begins in June, date to be determined by mutual agreement; 25 hour/week with the possibility of increasing to full time.* It is based in Legacy's headquarters in Bedford County, Virginia. *(Not remote, but a hybrid arrangement may be possible.)*

CORE QUALIFICATIONS

- Minimum education and financial experience: High school graduate or higher educational level with coursework in accounting/bookkeeping, and a minimum of two years' work experience in finances.
- Demonstrated knowledge and experience using PC applications. In particular, proficiency with Microsoft Office (Excel, Word), accounting software (preferably Sage 50), Google Drive (documents and spreadsheets), and email communications.
- Demonstrated ability to perform detailed work with numerical data and make mathematical calculations rapidly and accurately; good memory and attention to detail.
- Working knowledge and experience in bookkeeping and basic accounting principles. (Knowledge of governmental accounting standards is a plus.)
- Proven ability to manage large amounts of data, meet multiple deadlines, balance priorities, and work both with supervision and independently.

- Experience handling and reconciling cash
- Ability to remember and comply with various standard procedures
- Good communications (verbal and written), human relations, and problem-solving skills.
- Proven capacity for maintaining confidentiality.
- Flexible; enjoys working independently and able to work productively in a team with people of many backgrounds and nationalities.
- Legible handwriting.
- Fluency in written and spoken English.
- Lives within commuting distance of Legacy International's Bedford, Virginia office (or willing to relocate within commuting distance).
- U.S. citizen or U.S. permanent residency with valid work authorization.
- *Is fully vaccinated against COVID.* (For those unable to be vaccinated, medical exemptions will be considered.)
- Physical ability to stoop, kneel, bend, use a computer and other office equipment, and perform light lifting.

REPORTS TO: Assistant Grants Manager

OVERVIEW OF TASKS

1. Prepare and completing payable transactions using appropriate authorization forms and payment processes, including check writing, online transactions, and a limited amount of cash disbursements. Payables may include
 - Payments to vendors
 - Credit card invoice processing
 - Reimbursements to employees
 - Dividing invoices for payment among various departments
 - Supporting tasks related to payroll and benefits processing
2. Monthly reconciliation of 12-15 checking accounts against bank statements using Sage software
3. Receiving and processing expense receipts from staff in various locations via both email and hard copy; uploading documentation to DropBox and other on-line
4. Maintain a complete set of paper files for each account (vendor, contracts, source docs, etc)
5. Prepare and issue international wire transfers as needed
6. Start-up routines for new fiscal years, and new grant and contract accounts, including updating purchase authorization forms and other forms; setting up filing systems
7. Assist in on going, year-round preparation of documents for annual financial audit
8. Process and prepare cash advances requests for program teams, packaging money envelopes and follow through on receipting and re-deposits
9. Assists with other general Financial Office tasks as needs arise.
10. May assist with tuition payment receipts and billing.

OUR CULTURE

Legacy International has a successful 40+ year track record delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our culture is built on the universal values all of our programs are modeled after, including collaboration, respect, inclusion, innovation, and flexibility. This

approach supports our team in developing and delivering high caliber programs that impact communities around the world while fostering an organizational culture we all thrive in.

Legacy's staff is a group of highly dedicated individuals from a wide variety of backgrounds and immersive experience throughout the world. Our combined experience in cross-cultural training, conflict resolution, community development, entrepreneurship and professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

We have a relaxed dress code, flexible scheduling, and a focus on supporting our team's professional goals and work-life balance while advancing our shared values. **NOTE:** *Legacy's Bedford Office is a non-smoking environment, both inside and surrounding the office building.*

COMPENSATION & BENEFITS

Compensation: starting hourly rate is \$17-\$19 per hour

Benefits (Details provided upon request or at time of offer):

- Legacy's Health Reimbursement Account (HRA) benefits begin 3 months after start of employment. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3000 per year, subject to the employee meeting all criteria for reimbursement.
- Paid Leave Policy: Part time employees are not eligible for paid leave benefits. Should terms of employment shift to full time, the employee becomes eligible for up to 224 hours (28 eight-hour days) per year, including vacation, holidays and sick days.
- Paid Family Leave Benefits become available once an employee has been working with Legacy on a full-time basis for 12 months. (This benefit allows for up to twelve (12) weeks of paid family leave; subject to specific limitations and eligibility.)

TO APPLY: send cover letter and resume to **Leila Baz**, HR Manager; staff@legacyintl.org. Rolling deadline, to be filled as soon as possible.

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.

Employees and applicants with disabilities and disabled Veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. Legacy International makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled Veterans, unless such accommodations would impose an undue hardship on the operations of the Legacy's business.