

**Job Announcement: Bookkeeper
Austin Shambhala Meditation Center**

The Austin Shambhala Meditation Center is seeking to hire a part-time bookkeeper. This position reports to and works closely with the Chagdzo (Chief Financial Officer). **For those with the appropriate qualifications, this position can be combined with the Office Manager position also being advertised.**

This announcement will remain open until the position is filled.
Interviews will start April 15, 2014.

Job Description

- Entering all expenses (paid reimbursements, checks, utilities and debit card purchases), monthly member contributions not processed through Ashoka, and general deposits into Quickbooks.
- Reconciling Quickbooks monthly.
- Maintaining financial physical files.
- Creating quarterly Profit & Loss statements for the Center
- Creating Profit & Loss statements for individual classes.
- Fielding and answering questions regarding payment of invoices, reimbursements, member contributions, etc. for the Chagdzo and Office Manager.
- Writing checks.
- Performing related work as assigned

Supervisor: Center Chagdzo

Qualifications:

- A working knowledge of Quickbooks.
- Familiarity with non-profit organizations is a plus

Hours and compensation: This position is a part-time contract position for up to eight hours a week at \$15 per hour. (\$20 per hour for experienced bookkeeper.)

For further information: Contact Louise Hasty, Center Chagdzo at lhasty@sbcglobal.net or call the Austin Shambhala Center at 512-443-9685

For more info: Call the Austin Shambhala Center at 512-443-9685 during office hours.
To apply: Send resumes to Joanne Trubitt at j.trubitt@sbcglobal.net