



Bookkeeper & Operations

The Arc of Greater Williamsburg

Full-Time (35 hours per week)

The Arc of Greater Williamsburg is privileged to serve adults with intellectual and developmental disabilities (I/DD) in our community. Our Arc chapter was founded in 1976 and serves young adults as they age out of special education at age 21 and continues throughout their lifetimes. Our services include a variety of evening programs and activities, a day program called *Arc of Abilities*, and our employment program, *Wheels4Work*.

Position Summary

The Arc of Greater Williamsburg is seeking a highly organized, dependable, and detail-oriented Bookkeeper & Operations Coordinator to support the administrative and financial processes of our growing nonprofit organization serving individuals with intellectual and developmental disabilities.

This position plays an essential role in keeping all operations running smoothly and ensuring accurate financial records. The ideal candidate will be comfortable managing bookkeeping in QuickBooks, coordinating payroll, managing monthly bills, and handling a variety of office responsibilities in a collaborative nonprofit environment.

The work behind the scenes in this role directly supports the programs and opportunities that help people with disabilities live full and meaningful lives in our community.

Key Responsibilities

- Maintain financial records using QuickBooks
- Process accounts payable monthly, record deposits weekly, assist with bank reconciliations monthly, and assist with payroll biweekly
- Manage office operations including ordering supplies and coordinating vendors
- Maintain organized financial and administrative records
- Assist the Executive Director with reports, grant budgets, and administrative tasks
- Help ensure efficient day-to-day office operations
- Collect year-end tax information to prepare for and participate in annual audit

Qualifications

- Experience with QuickBooks, bookkeeping, and budget planning
- Administrative or office management experience preferred
- Strong organizational and time-management skills
- Excellent attention to detail and accuracy
- Ability to manage multiple priorities in a small nonprofit setting
- Proficiency with Microsoft Office or similar systems

Compensation

- Salary is competitive and commensurate with qualifications and experience.
- Excellent vacation package as outlined in Employee Personnel Policy manual.

This is a 35-hour per week full-time equivalent position in a flexible work environment that values collaboration, respect, and work-life balance.

To Apply

Please submit a resume and cover letter addressed to Pam McGregor, Executive Director, to hadmin@thearcgw.org. Join our team and help support a mission dedicated to inclusion, dignity, and opportunity for people with intellectual and developmental disabilities.