

# Bookkeeper / Accounts Payable / Various Other Administrative Tasks

**Organization:** SongwritingWith:Soldiers

**Position Type:** Part-Time

**Hours:** Up to 100 hours per month

**Compensation:** Negotiable based on experience

**Location:** Remote

## About SongwritingWith:Soldiers

SongwritingWith:Soldiers (SW:S) is a national nonprofit that pairs veterans and service members with professional songwriters to transform their stories into powerful, professionally recorded songs. Since 2012, we have served hundreds of veterans and military families through collaborative songwriting retreats, creative workshops, and ongoing community support. Our work is evidence-based, deeply personal, and built on the belief that when veterans are truly heard, healing becomes possible for them, their families, and the communities around them.

## About the Role

We are looking for a detail-oriented, dependable bookkeeper to support the financial and administrative operations of SW:S. This is a part-time position with a monthly cap of approximately 100 hours, ideal for an experienced professional who values flexibility and wants to contribute their skills to a mission that matters.

The right person is organized, communicative, and comfortable working independently while staying closely connected to a small, collaborative team.

## Primary Responsibilities

- Manage accounts payable, including invoice processing, vendor payments, and expense tracking
- Maintain accurate and up-to-date bookkeeping records
- Reconcile bank and credit card statements on a regular cadence
- Support month-end and year-end close processes
- Assist with financial reporting and documentation for leadership and the board
- Coordinate with our accountant and auditors as needed
- Maintain organized digital records of receipts, contracts, and financial documents

- Provide general administrative support on finance- and operations-related tasks as they arise

## What We Are Looking For:

- Demonstrated experience in bookkeeping and accounts payable (nonprofit experience a plus)
- Proficiency in QuickBooks or comparable accounting software
- Strong attention to detail and accuracy with numbers and records
- Excellent organization, time management, and follow-through
- Clear, professional communication - written and verbal
- Ability to work independently, manage your own schedule, and meet deadlines consistently
- Discretion and trustworthiness with sensitive financial information
- A genuine interest in supporting veterans and the mission of SW:S

## Why Work With Us

SW:S is a small but mighty team that cares deeply about the work we do and the people we do it with. You will join an organization with a 13-year track record of meaningful impact, a culture rooted in respect and creativity, and a mission that ripples far beyond the songs we create. We offer flexible scheduling, the ability to work remotely, and the chance to be part of something that genuinely changes lives.

## How to Apply

Please send your resume, a brief note about your experience and interest in the role, and your rate expectations to [daryl@songwritingwithsoldiers.org](mailto:daryl@songwritingwithsoldiers.org). Applications will be reviewed on a rolling basis until the position is filled.

SongwritingWith:Soldiers is an equal opportunity organization. We welcome applicants of all backgrounds and are especially grateful for the interest of veterans and military family members.