



NEWARK PUBLIC RADIO, INC.

Job Title:	BOOKKEEPER	Reports to	Finance/Administration
Department/Division	Finance	Job Classification	Non-Exempt
Location	54 Park Place, Newark NJ	Position Type	Part-Time (20-25 hours weekly)
Level/Salary Range:	\$25.00 - \$35.00 per hour	Posting Period	01/15/2026 – 01/31/2026
		HR Contact Email	Careers@wbgo.org

About US

WBGO is a nonprofit public radio station dedicated to preserving and promoting the rich legacy of jazz music. We serve our community through curated programming, live performances, educational outreach, and cultural storytelling. Our mission is to amplify the voices of jazz artists past and present, while fostering a deeper appreciation for this uniquely American art form.

Position Summary

WBGO is seeking a part-time **Bookkeeper** to manage day-to-day financial operations and ensure accurate recordkeeping in concert with our full-time bookkeeper. This role is critical to maintaining compliance with nonprofit accounting standards, grant reporting requirements, and payroll regulations. The ideal candidate will be detail-oriented, mission-driven, and experienced in nonprofit financial management. The incumbent will serve as a back-up in the absence of the full-time bookkeeper.

Key Responsibilities

- Record and reconcile financial transactions, including accounts payable, accounts receivable, and bank statements.
- Maintain accurate general ledger entries and ensure compliance with nonprofit accounting standards.
- Track and report grant-related income and expenses in accordance with funder requirements.
- Prepare monthly financial statements and assist with annual budgeting.
- Process invoices, expense reports, and vendor payments.
- Manage payroll processing and ensure compliance with federal and state regulations.
- Monitor cash flow and maintain organized digital and physical financial records.
- Assist with year-end closing and coordinate with external accountants for audits and tax filings.

Qualifications

- Associate's degree in Accounting, Finance, or related field (Bachelor's preferred).
- Minimum 2 years of bookkeeping experience, preferably in a nonprofit setting.
- Proficiency in QuickBooks (or similar accounting software) and Microsoft Excel.
- Knowledge of nonprofit accounting principles and grant tracking.
- Familiarity with payroll compliance and reporting requirements.
- Strong attention to detail, organizational skills, and ability to meet deadlines.
- Commitment to confidentiality and accuracy in financial reporting.

Preferred Skills

- Experience with donor management systems (e.g., DonorPerfect, Bloomerang).
- Understanding of 501(c)(3) compliance and nonprofit reporting standards.
- Ability to prepare financial reports for grant funders.
- Familiarity with budget forecasting and fund accounting.
- Strong communication skills for working with staff and auditors.

How to Apply

Please submit your resume and a brief cover letter to Careers@wbgo.org.