

Remote Bookkeeper (Part-Time) – Lansing Syringe Access, Inc.

Rate: \$25/hour

Hours: Approx. 2-5 hours/month

Location: Remote (U.S.-based applicants preferred)

Start Date: As soon as possible

About Us

We are a local, non-profit harm reduction service dedicated to supporting safe drug use, safe sex practices, and health autonomy through compassionate, evidence-based resources. Our mission is grounded in public health, social justice, and mutual aid. As a small team, we value transparency, flexibility, and a shared commitment to our community.

Position Summary

We're looking for a detail-oriented, reliable bookkeeper to manage our monthly financial records, in addition to tax preparation services. This is a part-time role ideal for someone looking to support a meaningful cause with a very manageable time commitment.

Responsibilities

- Maintain and update monthly income/expense tracking with grant agencies
- Reconcile bank and donation platform statements
- Organize and categorize receipts and expenses
- Collaborate with our team to ensure accurate recordkeeping
- Assist with tax preparation or coordination with a CPA

Qualifications

- Experience in bookkeeping (non-profit experience a plus)
- Comfortable working without accounting software (we use spreadsheets and/or Google Sheets)
- Familiarity with basic financial documents (profit/loss, balance sheet, etc.)
- Bonus: experience preparing or assisting with tax filings for small organizations
- Strong organizational and communication skills
- Able to work independently and meet monthly deadlines

To Apply

Please send a brief email introducing yourself, along with a resume to Dom@lansingsyringeaccess.com. Include a short note about why you're interested in this role.

We strongly encourage individuals with lived experience, BIPOC, LGBTQ+ folks, and members of other marginalized communities to apply.