



Ronald McDonald House Charities® of Central Texas
1315 Barbara Jordan Blvd. | Austin, TX 78723
512.472.9844 Office | 512.472.5465 Fax
www.rmhc-ctx.org

Skilled Volunteer Position: Bookkeeping and Accounting

Job Description

Ronald McDonald House Charities of Central Texas is a nonprofit organization that provides lodging and support services to families with critically ill or injured children. We are looking for an individual with experience in bookkeeping or accounting to volunteer in our finance department.

Volunteer tasks include but aren't limited to:

- Reviewing and posting deposits.
- Reviewing and posting bills.
- Assistance with preparing for the annual audit.

Qualifications

- Prior experience in bookkeeping.
- Organized, able to accept direction and to work independently.
- Experience with QuickBooks preferred.

Commitment

- 10:00 AM to 2:00 PM one to two days a week.
- Prefer commitment of at least 6 months.

Interested?

- For more information, contact Volunteer Manager Rene Carlin at rcarlin@rmhc-ctx.org or at 512-472-9844.