



VOLUNTEER BOOKKEEPER NEEDED

Use your accounting skills to help our Burlington neighbors in need!

The mission of People Helping People is to help meet the basic needs of Burlington, MA's at-risk residents. We do this through sustained community-wide efforts focused on hunger relief, emergency financial aid, and holiday support.

WHAT YOU'LL DO

- Record income & expenses in QuickBooks
- Reconcile bank and credit card statements
- Prepare simple monthly financial reports
- Support budget tracking for programs and grants

WHAT WE'RE LOOKING FOR

- Experience in bookkeeping or accounting
- Familiarity with QuickBooks (or similar)
- Strong attention to detail
- Comfort with confidential financial info
- A heart for community service

WHY VOLUNTEER WITH US?

**Make a real difference
for Burlington
families**

**Flexible, remote-
friendly
schedule that fits
your life**

**Be part of a warm,
mission-driven
community**

TIME COMMITMENT: ~2-4 HOURS PER WEEK • FLEXIBLE SCHEDULE

INTERESTED? WE'D LOVE TO HEAR FROM YOU!

Email: volunteer@peoplehelpingpeopleinc.org | Phone: (781) 270-6625

Website: www.peoplehelpingpeopleinc.org

Helping our neighbors meet their most basic needs — together.