

JVS Bookkeeping Program Overview

Quick description

JVS, Small Business Majority, and Turning Basin Labs have developed an innovative program to support small businesses with their bookkeeping and accounting needs while also providing hands-on learning opportunities for newly trained bookkeepers from underserved communities. In this model, an experienced JVS Accountant works with small, minority or women-owned businesses to understand and meet their bookkeeping needs (a myriad of services including preparing books for loan forgiveness and cash-flow forecasting), while JVS's bookkeeping students shadow the Accountant and build necessary hands-on skills for their future, gaining the hands-on skills they need to become employable in an occupation that has high-quality, resilient jobs. This program meets at the intersection of economic and workforce development; it provides training opportunities that lead to economic mobility for program participants, while supporting the economic growth of communities through needed assistance for small businesses.

Target Population

This program has two target populations: students/program participants and business participants, with racial equity being the central focus for recruitment in both populations. JVS has set the following goals and metrics:

- ❖ At least 70% of students/program participants to be people of color, with a focus on serving the Black and Latinx community
- ❖ At least 70% of business participants to be minority or women-owned businesses

Program Origination

As of 2020, JVS had been running a Quickbooks training program for several years. This program was certificate-focused rather than occupation-focused, and over the years we learned through client and employer feedback that graduates of the program who wanted to become Bookkeepers needed hands-on work experience in order to be prepared to enter the occupation successfully. At the same time, information gathered from employer and business engagement was indicating that small businesses were having a hard time finding qualified bookkeepers, with the Covid-19 crisis only exacerbating an existing challenge. JVS decided to add a work-based-learning experience to the program model in order to meet these dual needs, resulting in the current program model.

Two Models

“Full” Model (“Bookkeeping for Beginners”)

This model enrolls people with little to no background or experience in bookkeeping/accounting, and provides them with a robust classroom training covering bookkeeping fundamentals, building toward passing the QuickBooks Pro Advisor certificate. Following the classroom training, participants move into 6-10 weeks of paid work-based-learning.

Refresher (“Bookkeeping Refresher”)

This program enrolls people who have some background, experience, or education in bookkeeping/accounting. As these participants have some foundational knowledge, the classroom training is relatively short and focused on “refreshing” skills over one to two weeks. Following the refresher time, participants move into 6-8 weeks of paid work-based-learning.