



## **Title:** Bookkeeper – Part-time (Quickbooks)

**Primary Work Location:** 2505 Cedarwood Avenue, Suite 5, Bellingham, WA 98225 with the opportunity to work remotely based on ability to provide a suitable workstation and technology to accomplish the work.

**Term:** Regular, Part-time (2-3 hours weekly, flexible schedule), hourly, non-exempt.

This position could require additional hours after key fundraising events (Spring and Fall).

**Reports to:** Executive Director

**Application deadline:** Open Until Filled

**Desired start:** May 1, 2023

### **SUMMARY**

Under the direction of the Executive Director, this position is responsible for performing a variety of bookkeeping duties including all organization financial record keeping. The Bookkeeper reconciles accounts weekly and enters all data in QuickBooks (desktop). They code and process all accounts payable and prepares payments and process payroll bi-monthly for a staff of 3-5. The Bookkeeper maintains and monitors accounts, completes bank reconciliations and other end-of-month accounting and works closely with the board Treasurer to prepare appropriate financial reports for the finance committee and board of directors. The desired individual will have advanced experience with QuickBooks and payroll law; an understanding and ability to track changes in federal and state employment law; experience working in the nonprofit setting; the ability to work independently; strong organizational and time management skills; and ability to pay acute attention to detail. This position will work at the Blue Skies for Children office with the opportunity to work remotely based on demonstrated ability to manage duties and provide suitable workstation and technology to accomplish the work.

### **RESPONSIBILITIES AND DUTIES:**

- Process checks in Quickbooks using the accounts payable module,
- Prepare payroll for employees bi-monthly. Experience setting up and troubleshooting direct deposit,
- Prepare the tax deposit for 941 payments monthly and file quarterly,
- Prepare other payroll tax payments to State Agencies as appropriate to include employment security, Labor & Industry, Paid Family Leave, and WA Cares Funding,
- Record bank deposits weekly, or as needed,
- Reconcile the bank statements each month,
- Work closely with the Treasurer to prepare the monthly financial reports to the board,
- Annually, work with Executive Director and Treasurer to conduct end of year reconciliation and prepare reports.

### **SKILLS AND ABILITIES:**

- Advanced proficiency in QuickBooks a must.
- Non-profit/restricted account experience a plus.

**SKILLS AND ABILITIES (continued):**

- Additional proficiency in Windows operating systems, Microsoft Office 2013, Excel, Google Docs and Internet Explorer.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Strong mathematical skills.
- Strong interpersonal skills.
- Good judgment, with the ability to make timely and sound decisions.

**EDUCATION AND/OR EXPERIENCE:**

- Associate degree (AA/AS) or equivalent; three to five years' related experience; or equivalent combination of education and experience.
- Schedule is flexible based on prior arrangement with Executive Director.
- Remote work option based on contractor's ability to provide suitable workstation (computer, printer, Wifi) and appropriate technology to accomplish tasks.

**COMPENSATION:**

\$25-35 per hour commensurate with experience

**To Apply:** Email a cover letter, resume, and contact information for three professional references by email to [director@blueskiesforchildren.org](mailto:director@blueskiesforchildren.org).

*Blue Skies for Children is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information*