



Global Visionaries Position Opening

Title: Bookkeeper

Reports to: Executive Director

Time Commitment Part-time, hourly position, including some evenings

Compensation DOE, health/dental/vision, retirement, 2 weeks paid time off

Position Summary:

We seek a person capable of being our financial bedrock, experienced in non-profit books and professional customer service. This position oversees all day-to-day financial operations and supports the whole team in providing excellent experiences for the families we serve.

Our bookkeeper will work closely with our small Seattle team (7 people), and remotely support our Guatemala team (4 people). Guatemala field office support is limited to tracking their budget, issuing payments, and doing remote reconciliations. The bulk of duties relate to Seattle operations.

Our bookkeeper will also rely on our CPA and treasurer for accuracy oversight. This role will be one of five key positions that interface with students and parents, but will be solely accountable for tracking student fundraising revenue and managing program payments. In addition to all agency AP, AR, budget tracking and reporting, they will be chiefly responsible for improving fiscal controls and processes within the organization.

Organization Mission & Description:

Global Visionaries invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. GV serves over 200 students from the US and 100 students from Guatemala annually. Through youth-led retreats, workshops, service projects, and a two-week immersion in Guatemala, our participants report a new capacity to be agents of change. See www.globalvisionaries.org

Primary Duties & Responsibilities:

Operations & Leadership

- Supports board, executive director, program leads and treasurer through generating reports, tracking budgets, and advising on opportunities to increase efficiencies and decrease costs
- Supports contracted CPA firm to complete our annual 990, reviews 990 for accuracy
- Analytical projects as assigned, this may include cost analysis, shifts to fiscal controls and redundancies, and cash position forecasting

Payables

- Responsible for timely payment of all vendors and credit cards; manages the documentation, categorization, and data entry on all single and recurring payments
- Tracks, reconciles funds for the Guatemala operations; authorizes wire transfers or checks to send funds to Guatemala. Works closely with Seattle Program Director on creation of an annual budget for the Guatemala team
- Supports Operations Manager as needed in airfare expenses and credit card account management

Revenue

- Enters, tracks, and reports all data via QuickBooks on program fees, events, student fundraising, and donations
- Creates deposits, oversees multiple payment method modalities including on-line, credit card, and auto-debits
- Produces invoices for payment and pledges receivable, monitors payment status and alerts co-workers when balances become past-due; handles payment inquiries
- Meets with program team monthly to update team on payment status for the students we support, create communication and support plans that work within the family's needs
- Meets with Operations Manager and Development Manager monthly to reconcile income reports on donations, sponsorships, and scholarships.

Other Duties

- Supports team to create an annual budget, provides other team leads with budget vs actual reports. Promotes shifting budget to meet changing needs of operation, advocates for long-term sustainability
- Reconciles ledger, credit card statements, and Guatemala program budget monthly
- Meets with Operations Manager to reconcile on-line student fundraising revenue reports
- Employee documents relating to enrollment in the employer investment plan, withholdings, and payroll
- Supervises payroll contractor, assures accuracy and enters / updates all data to ensure timely payroll and investment contributions
- Annual closing of books/year end accounting

Qualifications:

The ideal applicant will have the following qualifications:

- At least 2 years of proven bookkeeping experience in the nonprofit sector, preferably within a small team that requires generalist skills
- Experience creating a budget and managing cost centers with an eye toward funder requirements
- Strong communication, able to promote team cohesiveness
- Excellent knowledge of technology and software including QuickBooks, MS Office, and electronic communication
- Highly self-motivated, with the ability to manage multiple projects and work according to specific deadlines
- Excellent written communication, research, and organizational skills
- Ability to address and resolve conflict in a professional, timely way
- Ability to work effectively and respectfully with socio-economically, racially, culturally, and linguistically diverse communities and individuals
- Experience building relationships with colleagues, customers, vendors and other external stakeholders

Preferred but not required:

- Fluent Spanish speaker
- Experience living abroad
- Able to promote mission and values of organization

Salary and Benefits

Benefits include medical, dental, vision coverage and partial retirement match. This position also offers 2 weeks paid vacation, sick leave, and 11 paid holidays per year.

Because social justice and equity begins at home, we strive for equitable wages, pay transparency and provide comprehensive benefits to our workers. We also believe in cost of living wage increases and we do parity reviews. Our commitment to social justice includes structure to resolve conflicts clearly, and simple, clear conflict resolution procedures.

How to Apply:

Applicants strongly encouraged to apply by May 1, 2019. As materials are reviewed on a first-come basis, we may close consideration before this date.

Submit your resume and cover letter with salary requirements to

HR@global-visionaries.org

Please write your *Full Name* along with *Bookkeeper* in the email subject line.

Global Visionaries is an equal opportunity employer and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, class, gender identity, creed, physical or mental disability. *We seek a diverse workforce to match the global nature of our programs and the broad diversity of the students who participate.*