



## **Bookkeeper**

[Nature Vision](#) is a non-profit environmental education organization that fosters appreciation and stewardship of our environment by educating and connecting community to the world around us. We envision an inspired and connected culture where everyone makes choices for a sustainable future. Nature Vision brings place based, experiential science programming directly to schools and local greenspaces to ensure that all students receive quality nature connections. We serve over 70,000 Pre-K through 12th grade students each year in King and Snohomish Counties.

Our programming supports the Washington State K-12 Learning Standards and STEM Education and can be easily integrated into schools. Many of our lessons set conceptual foundations and repeat visits help connect one lesson with another. Nature Vision facilitates student access to nature and scientific concepts, thus developing a deep-rooted student interest in making the natural world a necessary and integrated part of daily life.

At Nature Vision, we value:

- Empowerment through stewardship education and practices
- Diversity of staff, partners, and the communities we reach
- Creativity and collaboration within our staff, programs, and partnerships
- Integrity through best business and teaching practices
- Scientifically accurate program content
- A fun and safe learning environment

We are seeking a part-time Bookkeeper with a high level of organization, timeliness, accuracy, and understanding of nonprofits. The Bookkeeper is responsible for recording and reporting of financial activities for the organization.

### ***Position Description***

Duties include but are not limited to:

Maintain QuickBooks General Ledger Accounts:

- Reconcile Bank Accounts

Accounts Receivable:

- Prepare and distribute monthly customer invoices
- Receive and process customer payments and bank deposits

Accounts Payable:

- Process purchase receipts and staff reimbursements
- Issue timely vendor payments

Payroll:

- Process timesheets, payroll distributions, and 401K distributions
- Process and submit all state and federal payroll tax reports and payments
- Create and submit annual W-2 and W-3 forms

Financial Reporting:

- Monitor budget ceilings and create financial reports for Executive Director, Nature Vision Board, funders, grants, and contracts
- Work with CPA to provide documentation for IRS 990 and annual audit

Work closely with Nature Vision Executive Director and Office Coordinator

Other bookkeeping duties as assigned

**Employee Compensation:** \$20-26 per hour. Sick time accrued at 1 hour for every 40 hours worked. 401K without match available. Mileage reimbursement for errands from Nature Vision office paid at federal rates.

**Independent Contractor Compensation:** \$30.00 per hour no benefits offered.

**Hours:** 6-10 hours weekly. 8 hours average, during peak times may increase.

**Start Date:** 10/21/19 or sooner.

**Minimum Qualifications:** A combination of education and experience which demonstrates the ability to perform job duties above and work in a nonprofit setting is required.

- BA/BS, or Associates degree preferably in bookkeeping, accounting or business. Related coursework and experience accepted.
- Three to five years of relevant nonprofit accounting experience and knowledge of GAAP
- Payroll experience
- High proficiency with QuickBooks
- High standards for accuracy and attention to detail
- Strong verbal and written communication skills and ability to work well with others
- Ability to work in an open and active office environment
- Must be a US Citizen or Permanent Resident and able to read, speak, and write the English language clearly
- Must pass WA State Patrol criminal records check

**To Apply:** Please email cover letter and resume as one .pdf or .doc attachment to Ginny Ballard, Executive Director, at [gsanchez@naturevision.org](mailto:gsanchez@naturevision.org) by **Oct 7, 2019** at 5 pm PST. Position may be filled sooner.