

Job Title: Bookkeeper

Organization: Anderson Bluffs and River Trails Foundation

Location: Remote

Job Type: Part-Time/Contract

Reports To: Board Treasurer

Hours: Part-time, 10-20 hours per week during ski season and up to 10 hours per week in the off-season, with schedule flexibility.

Compensation: Hourly rate \$18-\$26, commensurate with experience.

Job Overview:

We are seeking a detail-oriented and experienced bookkeeper to manage the day-to-day accounting and financial tasks of our organization. The ideal candidate will be responsible for recording financial transactions, reconciling accounts, producing financial reports, and ensuring compliance with relevant regulations.

Key Responsibilities:

- Maintain and update financial records using accounting software (e.g., QuickBooks, Excel, POS system, Google Docs, & Bonterra/EveryAction CRM system)
- Record day-to-day financial transactions including purchases, receipts, sales, and payments.
- Reconcile bank, credit card, and vendor accounts.
- Process accounts payable and accounts receivable.
- Prepare monthly, quarterly, and annual financial reports.
- Assist with budget preparation and forecasting.
- Maintain and organize financial documents and records.
- Ensure compliance with relevant financial policies, procedures, and regulations.
- Work with external accountants or auditors as needed.
- Support payroll processing and tax filings as required.

Qualifications:

- Proficiency with accounting software (e.g., QuickBooks, Excel).
- Strong understanding of bookkeeping practices and financial regulations.
- Excellent attention to detail and organizational skills.
- Strong mathematical and analytical skills.
- Ability to work independently and manage multiple priorities.
- Proven experience as a bookkeeper or in a similar financial role.

Preferred Skills:

- Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
- Certification such as CPB (Certified Public Bookkeeper) is a plus.
- Familiarity with payroll systems and procedures.
- Strong communication skills.

Benefits:

- Remote work options/flexible schedule, if applicable
- Professional development opportunities