



## **BOOKKEEPER**

Application review starts July 19. Open until filled.

REPORTS TO: Associate Director and Executive Director

COLLABORATES WITH: Conservation Team and Philanthropy Team

STATUS: Part-time – approx. 10-15 hours per week

SALARY: \$30-\$35 per hour (Negotiable, based on experience)

LOCATION: State of Washington

Inland Northwest Land Conservancy is seeking a full-service bookkeeper to support a growing non-profit land conservation organization. This is a unique opportunity to join a growing team of conservation professionals to help accelerate conservation outcomes in the Inland Northwest. Our work is engaging, meaningful, challenging, and dynamic. We are seeking a team member with dedication and focus who will bring energy and humor to the job.

### **POSITION SUMMARY**

The focus of the Bookkeeper is to provide complete financial services – ranging from day-to-day bookkeeping to monthly and annual reporting. Duties include bookkeeping in QuickBooks Online and supporting diverse non-profit functions. The position is approximately 10 hours per week, with a flexible schedule. We seek an enthusiastic, detail-oriented person with independent problem-solving skills, an ability to work as a part of a team, and the ability to think holistically while working on specifics. This position will work under the direction of the Executive Director and Associate Director.

### **DUTIES AND RESPONSIBILITIES**

1. Bookkeeping/accounting (estimated 100% of time)
  - Routine financial transactions - utilizing QuickBooks Online software, including recording and depositing donations, paying bills, managing payroll in QuickBooks Online including payroll checks and tax deposits, reviewing quarterly payroll tax reports, reconciling check registers.
  - Manage grant funds and restricted donations – including tracking time and expenses, timely billing, and financial reports as needed.

**We conserve, care for, and connect with lands and waters essential to life in the Inland Northwest.**

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- Work with conservation and stewardship staff on timekeeping and grant billing of acquisition and stewardship grants to meet funder and audit requirements.
- Preparing monthly and annual financial reports for review by the Executive Director and board treasurer.
- Assist Executive Director and Associate Director in compiling annual budget in coordination with other staff members for approval by the finance committee and board of directors.
- Work with external auditors annually to provide documentation and supporting spreadsheets.
- Occasional tasks such as providing updated information to health and liability insurance providers, maintaining the schedule of property listings and property tax assessments.
- Further refine accounting procedures and practices and advise on policy recommendations to the board.
- Work with department staff to develop project/program budgets and provide regular budget vs. actual reports to department heads.

#### DESIRED QUALIFICATIONS

1. Strong attention to detail and recordkeeping with high degree of accuracy.
2. Proven competency in QuickBooks Online.
3. Strong competency using Microsoft Office - Word, Excel, Outlook, One Drive.
4. Strong verbal and written communication skills.
5. Excellent organizational skills and attention to detail.
6. Two to three years related experience required with preference given to nonprofit accounting experience.
7. Accounting or other related degree is preferred.
8. Committed to land conservation and INLC's vision, mission, and values.
9. Ability to multi-task & work with minimum supervision.
10. Practical problem-solving and organizational skills.
11. Ability to maintain confidentiality.
12. Ability to thrive within a small non-profit office environment and enjoy being part of a team effort.

#### WAGE AND BENEFITS

This is a part-time, hourly position that reports to the Associate Director and Executive Director. This position is open to someone who wishes to be an employee or to a bookkeeping firm acting as an independent contractor. Our office is in the Community Building in downtown Spokane, WA. We offer a smoke-free workplace with flexibility for some remote, off-site work. Inland Northwest

Land Conservancy is an equal opportunity employer, and we are seeking applicants from all backgrounds.

**TO APPLY**

Applications reviewed as received until position is filled. Submit a cover letter describing motivations, qualifications, and related life experience, along with your resume, attached to the email, to: [vegesdal@inlandnwland.org](mailto:vegesdal@inlandnwland.org).

No phone calls or office visits please.