

Scott River Watershed Council: Employment Opportunity

Financial Accounting: Bookkeeping, accounting management and budgeting



Employee Position Summary: The Scott River Watershed Council is seeking an enthusiastic individual to join our dedicated team of hardworking individuals who are passionate about our commitment to the natural and human communities. This person would work closely with our leadership and administrative team to ensure organizational accountability, financial integrity and forecast budgeting.

Hourly Pay Rate Range: \$30.00 - \$35.00

Hours per week: 32-40 hours, with flexible work week if necessary

Employee Benefit Package: A employee benefit package is offered with this position. Details upon request.

As a Bookkeeper for the Scott River Watershed Council, you will be responsible for accurately maintaining financial records and transactions for our company. This role requires meticulous attention to detail, strong organizational skills, and proficiency in accounting software. The ideal candidate will possess a solid understanding of accounting principles and practices, as well as the ability to work efficiently and effectively in a dynamic environment.

Key Responsibilities:

Recording Financial Transactions: Enter financial transactions into accounting software or ledger accurately and in a timely manner. This includes sales, purchases, receipts, and payments.

Reconciling Accounts: Regularly reconcile bank statements, credit card statements, and other financial records to ensure accuracy and identify discrepancies.

Managing Accounts Payable and Receivable: Process invoices, payments, and expenses promptly. Follow up on outstanding invoices and ensure timely payment. Prepare and send invoices to clients as needed.

Preparing Financial Reports: Generate financial reports such as balance sheets, income statements, and cash flow statements on a regular basis. Provide insights into financial performance and trends.

Maintaining Financial Records: Organize and maintain financial records, ensuring they are up-to-date and easily accessible for auditing and reporting purposes.

Assisting with Budgeting and Forecasting: Collaborate with management to develop and monitor budgets. Provide support in forecasting financial outcomes and identifying areas for cost savings or revenue growth.

Compliance and Taxation: Ensure compliance with relevant financial regulations and requirements. Assist with the preparation of tax returns and liaise with external auditors as necessary.

Financial Analysis: Conduct variance analysis and financial ratio analysis to identify trends, areas of improvement, and potential risks.

Communication and Collaboration: Work closely with other team members, including accountants, project managers, and executives, to provide financial information and support decision-making processes.

Qualifications:

- Bachelor's degree in accounting, Finance, or a related field preferred.
- Proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Excel.
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and accuracy.
- Solid organizational and time-management skills.
- Ability to prioritize tasks and work efficiently under pressure.
- Strong communication and interpersonal skills.
- Knowledge of tax regulations and compliance requirements.
- Certification (e.g., Certified Bookkeeper) is a plus.

Work Environment: The work environment for a bookkeeper is typically office-based. However, remote work options may be available depending on specific circumstances.

Conclusion: As a vital member of the finance team, the bookkeeper plays a crucial role in maintaining the financial health and integrity of the organization. Attention to detail, accuracy, and proficiency in financial management software are essential for success in this role. If you are a detail-oriented individual with a passion for numbers and financial analysis, we encourage you to apply for this position.

For more information, please contact Charnna Gilmore, Executive Director at either charnna@scottrivier.org or 530-598-2733. For more information on the work done by the Scott River Watershed Council, please visit www.scottriver.org.