



## **JOB OPENING FULL CHARGE BOOKKEEPER**

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**Reports to:** Executive Director  
**Location:** Greenbank, Whidbey Island, WA  
**Closing Date:** February 22, 2008  
**Salary Range:** \$30,000 – \$38,000/DOE

**Position Summary:** As a full charge bookkeeper, this position is in charge of the organization's bookkeeping and financial activities and general office functions, including administering employee benefits, insurance policies, and file management. This position also assists in providing administrative support to staff and the Board of Directors.

### **Duties and Responsibilities**

**1. Financial Activities:** This highly motivated individual will be responsible for executing all day-to-day financial transactions, including payroll, cash receipts, A/P, A/R, expense reimbursements and time accruals. This position is also responsible for ensuring that the financial processes are as efficient as possible and in keeping with GAAP and all Land Trust finance and administration policies. The Bookkeeper provides customer service to all Land Trust staff, researches vendor inquiries and handles special financial reporting requirements as necessary. Duties include, but are not limited to:

- Maintain and handle all books and payroll, including management of approved budget, general journal entries, and class codes and periodically prepare allocation of expense by function. Apply grant expenses and billings to appropriate funding sources in Quickbooks or other financial software and periodically determine payroll costs to be treated as release of restricted funds and adjust Fund Balance Report accordingly.
- Ensure accurate and timely processing of payroll and checks for payment and review and ensure that expenses are controlled effectively.
- Manage accounting files according to adopted policies and procedures.
- File pertinent tax forms for employees, vendors, and contractors.
- Maintain employee files, including: records of wage changes, W-4s and W-9s, tax status, tax rates, additions, deductions, salary rate, vacation and sick leave rate in Quickbooks or other software.
- Annually review with Treasurer the EFTPS (Electronic Federal Tax Payment System) on the internet.
- Maintain merchandise inventory and maintain retail tax records. Reconcile merchandise sales quarterly.
- Record bank deposits and reconcile monthly bank and investment account statements with recorded deposits and donor database. Record deposit information in appropriate accounts in Quickbooks or other financial software. Also, reconcile all balance sheet accounts and make year end adjusting entries.
- Prepare and analyze monthly financial statements and provide status of financial condition to Executive Director, Executive Committee, and Finance Committee.
- Prepare for and assist with the annual financial audit. Also prepare and collect information for treasurer as requested. Meet with treasurer to answer questions and verify needs.

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### **2. Administration of Employee Benefits**

- Administer SIMPLE Plan and Supplemental benefits program, including notifying new employees of benefit levels and providing annual notification to all eligible employees.
- Inform employees of health insurance benefits. Enroll employees at date of hire or during open enrollment period. Notify employees of any changes in coverage and policy.

### **3. Administration and Organization**

- Develop written office procedures which may include accounting and internal control policies.
- Administer all insurance policies, including general liability and property, directors' and officers', volunteer, accident, and umbrella policies.
- Answer phones, receive visitors, and respond to requests for information.
- Organize, manage, order and maintain equipment and office supplies. Coordinate with Program Associate the maintenance and ordering of technology related equipment.
- Oversee the appearance of the common office areas.
- Maintain physical and digital office files and keep general office filing up to date.

### **4. Board and Executive Director Support**

- Provide administrative and clerical support by preparing correspondence and reports, word processing, faxing, copying, and mailing, as needed.
- Assist with handling all aspects of board support including preparing and distributing materials and other information, taking minutes, supporting committee chairs, and keeping board meeting book, board handbook, original signed minute book, approved policy and procedures book, and other items up to date.

#### **Required Education & Experience:**

Bachelor's degree (B.A. or B.S.) from accredited institution and at least 4 years relevant experience; or equivalent years work experience; or equivalent combination of education and experience. Prefer at least three years of non-profit accounting and administrative experience. Certified Bookkeeper highly preferred.

#### **Required Skills:**

- Ability to analyze information and solve problems relating to finance and accounting issues.
- Proficiency in Microsoft Office products, Quickbooks and other financial software.
- Excellent organizational and financial skills.
- Experience in budget preparation and oversight.
- Excellent skills in fund accounting and knowledge of GAAP and applicable OMB Circulars.
- Good communication skills, including written, verbal and listening.
- Good interpersonal and teamwork skills with a friendly personality and ability to meet new people and form positive relationships.
- High level of integrity and sense of discretion.
- Understanding and experience in non profit environments strongly desired.
- Self-starter, goal-oriented, and possess sense of humor.
- Strong interest in protecting natural habitats and rural lands.

This is a full-time, salaried, exempt position that reports to the Executive Director. WCLT offers a competitive salary and benefits package. The office is located at Greenbank Farm and is both smoke-free and fragrance-free. The Whidbey Camano Land Trust is an equal opportunity employer.

**To apply:** Must receive a letter of interest and resume, by mail or email, no later than February 22, 2008. Send to: Whidbey Camano Land Trust, 765 Wonn Road, Barn C-201, Greenbank, WA 98253 or [info@wclt.org](mailto:info@wclt.org)