



Bookkeeper & Office Administrator

ORGANIZATION DESCRIPTION:

Coosa Riverkeeper is a 501(c)(3) non-profit organization located in the Coosa River watershed with an office in Mt Laurel, Ala. We work to protect, restore, and promote the Coosa River and its tributaries in Alabama. Learn more at [Coosa River.org](http://CoosaRiver.org)!

JOB DESCRIPTION: The Bookkeeper plays an integral role in Coosa Riverkeeper's overall financial management and transparency to steward the investment of our members, grant makers, and general support from the public. Duties include performing all activities related to accounts payable, accounts receivable, working with our third-party accountant, and preparing financial reports. The bookkeeper works alongside our staff to thank our donors. The bookkeeper is a part-time employee of Coosa Riverkeeper and supervised by the Executive Director.

FINANCIAL MANAGEMENT:

- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Prepare and maintain various financial reports as requested by Executive Director, Executive Committee, or Board of Directors (i.e. Profit & Loss, Balance Sheet, Cash Flow, other reports as needed/requested)
- Assist in compiling financial information requested for annual audit, tax return, and budget preparations
- Serve as a liaison between the Executive Director and our third-party controller

RESOURCE DEVELOPMENT

- DONOR DATABASE
 - Manage contacts and keep existing donor database up to date
 - Send thank you letters (tax letters) are sent in a timely fashion
- GRANTS
 - Support Community Engagement and Programs Team with grant budgeting and working with our CPA to update restricted funding as needed

GENERAL ORGANIZATIONAL SUPPORT

- Assist the Executive Director in managing office space by identifying general supply/facility needs
- Manage all Coosa Riverkeeper inventory (physical and online shop)
- Support all development related printed or digital mailings such as special appeals and end of the year appeals

PREFERRED QUALIFICATIONS:

- Intermediate to advanced knowledge of QuickBooks Online is required
- Bachelor's degree in Accounting, Finance, or a related field is preferred
- 2 years of relevant experience working in non-profit accounting and bookkeeping
- Thorough knowledge and understanding of GAAP
- Competency in the Google Suite
- Consistency, efficiency, reliability, attention to detail, and strong math skills
- Excellent verbal and written communication skills

KEY CHARACTERISTICS: being a part of the Coosa Riverkeeper team means being a good listener and collaborator, one who can work in diverse settings and with diverse populations. A successful team member:

- is coachable, including taking and receiving actionable feedback
- is very organized and has the ability to multi-task on projects
- is a self-starter who produces high quality work and has great attention to detail
- has a strong work ethic to ensure tasks are completed efficiently and accurately
- is a critical thinker with the ability to meet short-term and long-term goals
shares our sense of urgency in improving water quality and protecting public health
- believes that everyone has a right to clean water

COMPENSATION: A physical presence in the Coosa Riverkeeper office is required. The work schedule will be flexible and some duties may be completed from an adequately equipped home office. Compensation is based on experience. The part-time position is projected at 16-20 hours a week and \$15-\$25/hr. Applicants with experience managing grants, or a strong desire to learn, could expand their responsibilities and hours if funding is available.

WHAT'S NEXT: Interested applicants should submit a cover letter, resume, and list of three references with contact information to Coosa Riverkeeper's Executive Director Justinn Overton via email to justinn@coosariver.org Preferred start date of May 1, 2023. This posting will remain open until the job is filled.

All Coosa Riverkeeper employees and interns are expected to follow general employee policies and procedures found in the employee handbook. In addition to the position responsibilities stated above, these include maintaining a healthy and productive workplace in the office, lab and field, as well as contributing to the overall maintenance and wellbeing of the workspace.