Bookkeeper

Position: Ongoing part-time Bookkeeper, responsible to the Board of Directors or designated representative.

Goals: To work in cooperation with the Staff Collective to implement WORT financial policies; assist staff, the finance committee, and the Board of Directors in establishing and maintaining financial records using the Accrual Accounting method within GAAP, in a timely and accurate manner.

Major Duties:

1. Prepare bank deposits (in-house/web), reconcile bank accounts, and maintain related records.
2. Perform Automatic Monthly Donations 2x per month and maintain records.
3. Prepare bills for payment, with staff authorization and record accounts payable.
4. Prepare and mail underwriting/other invoices and record accounts receivable.
5. Prepare and file local, state, and federal taxes and reports in a timely manner.
6. Prepare payroll EFT and maintain related payroll records.
7. Maintain finance-related personnel records including leave time used. Distribute reports of leave time used to each staff member at designated intervals.
8. Maintain finance-related records of in-kind contributions (for annual report to the Corporation for Public Broadcasting).
9. Be available to assist in annual audit process (requires extra hours).
10. Prepare regular reports for staff, finance committee and Board of Directors. Prepare special reports as time allows, in cooperation with the Staff Collective.
11. Maintain Budget information and report as requested.
13. Other duties as assigned by the Finance Committee or Board of Directors.

Qualifications:

- Must have a minimum of two years’ experience as a bookkeeper or have related experience.
- Must be computer literate
- Proficiency in Quickbooks for Nonprofit on PC.
- Flexible work schedule, weekday business hours preferred.
- References required.

Salary and Benefits: $15-$20.00 per hour based on experience, with an average of 20 hours/week. Paid time off.