



Nez Perce Soil and Water Conservation District

Position Description – Bookkeeper Closing Date – January 27, 2010 Position Number = D360-12-1001

This is a part-time position not to exceed 40-60 hours per month.

MINIMUM QUALIFICATIONS

Two to four years experience managing, tracking and performing bookkeeping, including accounts payable and accounts receivable. Must have experience with bookkeeping systems comprised of multiple funding sources in public and non-profit sector. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles required. Proficient in Microsoft Office software and in QuickBooks accounting software. Minimum education/experience requirements are a Degree (Bachelor's preferred) in finance, accounting, business administration or a related field. Experience may substitute for degree. Must have U.S driver's license and insurable driving record. Must have reliable personal transportation as use of personal vehicle may be required to complete job duties.

GENERAL DESCRIPTION OF POSITION

The Bookkeeper provides confidential financial support for the conservation district. The position is primarily responsible for financial record keeping. The bookkeeper is responsible for ensuring that all transactions are recorded accurately. The bookkeeper brings the *books* to the trial balance stage. The position must be experienced in use of relevant software programs such as spreadsheets and databases, and be concerned with details.

DUTIES AND RESPONSIBILITIES

- Provide accounting services including accounts payable and receivable.
- Reconcile monthly bank accounts.
- Prepare monthly and quarterly financial statements for management
- Maintain invoice system, prepare monthly or quarterly invoice to funders and track payment.
- Maintain tracking of funding sources received and disbursed; maintain projected budget and actual budget for funding sources.
- Ensure that all federal and state and donor requirements are being adhered to, including contracts/grants tracking and reporting. Maintain complete files for each grant. Submit required reports.
- Assist with preparation of organization financial audit.
- Other duties as assigned.

STANDARDS OF PERFORMANCE

- Perform work in a logical, orderly, and skillful manner.
- Respect and maintain confidentiality of issues.
- Be adaptable to changes in workload.
- Maintain high level of professionalism.
- Accept work assignments that could require additional training.
- Provide exceptional customer service.
- Perform work in a neat and legible manner.

Abilities:

- Ability to utilize administrative and analytical skills and to act independently.
- Ability to meet deadlines, attend frequent meetings, travel as needed and work an intermittent, varied schedule.
- Ability to carry out office tasks such as copying, filing, computer work, climb stairs.
- Ability to use various conflict resolution techniques in order to develop consensus on a variety of issues.
- Ability to communicate, both written and oral, effectively.
- Ability to work as an interdisciplinary team member to resolve resource issues.
- Demonstrated competence in computer skills; Windows XP, MS Office, Quickbooks.
- Ability and willingness of follow oral and written directions.
- Ability to fulfill job duties as described.
- Possess and maintain a valid Idaho driver's license.

Employment Classification:

- Part – time temporary
- Position is contingent on continuation of funding.
- No benefits
- Wage \$10-12 per hour; or DOE

To Apply

Please submit a cover letter and resume to: npswcd@co.nezperce.id.us. Only those whose applications are being considered will be contacted. No phone calls or office drop-ins please.

All programs and services of the Nez Perce Soil and Water Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.