



BOOKKEEPER/ACCOUNTANT (part-time 20-30 hours per month)

Independent Contractor Position

The Bookkeeper/Accounts reports to the Executive Director and supports the activities of the Finance Committee.

Position Overview: This position is primarily responsible for the management of all accounting, bookkeeping and payroll functions of the organization, including the production of accurate monthly financial statements and preparation for the annual audit.

Responsibilities: Maintain a complete, accurate and timely accounting system that generates payroll, monthly financial statements (including investment activity for the period), and bank reconciliations. Generates accurate and timely financial statements for management and the Board including Profit & Loss, Balance Sheet, Statement of Cash Flow, and budget reports utilizing QuickBooks.

Ensure that employee payroll processing is accurate and complete and that all federal and state guidelines are followed for employees. This includes direct deposits, filing of payroll tax reports, deposits of payroll tax withholdings and employer taxes, and payment of employees' benefit programs (insurance, pension plans, etc.) in a timely fashion.

Ensure that all expenses generated by Foundation operations are valid, board authorized and approved for payment by the Executive Director. Payments for authorized expenses are processed by either electronic authorization or manual check.

Ensure that grant payments are authorized by Board action and generated on a timely basis. There are two grant cycles per year - "grants in response to proposals" as well as periodic small grants (technical assistance, etc.) and board or staff designated donations.

Qualifications: 3 to 5 years of experience working in the non-profit sector. Bachelor's Degree in Accounting or related field preferred. Excellent communication and organizational skills. Proficient in QuickBooks, Word, Excel, and electronic forms of communication (emails, texts, etc.). Understanding of, and appreciation for, the mission of the McCune Foundation.

Compensation: Salary range is \$50-\$60/hour depending on experience and professional rates.

How to Apply: Submit cover letter and resume to claudia@mccunefoundation.org by December 3.

(11.01.2011)

