



**Organization:** Sustainable Connections

**Title:** Bookkeeper

**Primary Work Location:** 1701 Ellis St, Ste 221, Bellingham, WA

**Term:** Permanent, part time (20 hours/week), hourly, non-exempt

**Physical attendance requirement (% of time on site / in office):** Hybrid, negotiable, though up to 50% on-site work may be required

**Reports to:** Finance and Grants Manager

**Application deadline:** 4/24/2026

**Desired start:** 5/18/2026

### **About Us:**

Join Sustainable Connections, a nationally-recognized nonprofit working to advance a regenerative local economy in Northwest Washington — one where businesses, communities, and ecosystems thrive together. Each year we collaborate with dozens of partner organizations and more than 500 local businesses to strengthen food systems, catalyze climate solutions, support resilient local enterprises, and expand access to housing among five main program areas.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

**Summary:** This position maintains the integrity and accuracy of financial data and reports, utilizing accrual accounting methods. While much of this work is performed independently, this position is part of a team, working closely with staff across all programs to meet the needs of the organization.

### **Primary Responsibilities:**

#### **Financial Oversight & System Management**

- Reconcile monthly bank statements
- Propose updates to existing accounting and financial policies, processes, and procedures
- Prepare monthly, quarterly, and annual financial reports (P&L, Balance Sheet, Capital Budget, subclass reports, etc.)
- Support the Finance & Grants Manager in creating annual budget templates and uploading budgets into QuickBooks Online

- Maintain security of digital and physical financial information
- Manage accounting software (QuickBooks Online and Dext), including user setup and training, repairs and upgrades, backups, security, chart of accounts, vendors, item lists, etc.
- Follow internal control policies to mitigate risk
- Participate in monthly Finance Committee meetings, biweekly all staff meetings, and other meetings as needed

### **Accounts Payable and Accounts Receivable**

- Process Accounts Payable transactions accurately and ensure Vendors are paid promptly
- Generate & distribute W2s, W3s, 1096 and 1099s through QuickBooks Online.
- Enter received funds into QuickBooks Online using Click & Pledge, Givebutter, and Salesforce reporting
- Prepare and send invoices to business members and sponsors through accounting and CRM platforms

### **Payroll and Payroll Tax Processing**

- Ensure that paychecks include accurate rates of pay, benefits, and withholdings. File and pay all payroll taxes, ensuring accurate and timely payment of all taxes (business, occupation, sales, etc.) in accordance with WA State Dept of Revenue, City of Bellingham, and any other government entity to whom taxes may be owed
- Maintain a high level of discretion and confidentiality in handling sensitive personnel and payroll information
- Other duties as assigned by supervisor

### **Required Skills & Qualifications:**

- Attention to detail
- Strong data-entry, analytical, and math skills
- Proficiency with Microsoft Office and QuickBooks Online
- Ability to reliably meet time-sensitive deadlines
- Bookkeeping experience

### **Preferred Skills & Qualifications:**

- Education in accounting or related field
- Nonprofit work experience
- Experience with Customer Relationship Management (CRM) tools and/or donor databases like Salesforce or Givebutter

### **Compensation:**

This is a regular, FLSA non-exempt, part-time position to be compensated \$26.96-29.66 hourly, depending on qualifications and experience. Benefits for first-year, regular, full-

time employees (working 40hrs/week) include the following (the individual benefit and PTO are pro-rated based on number of hours worked):

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$650 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid compassion leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

**To Apply:**

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to [danielleh@sustainableconnections.org](mailto:danielleh@sustainableconnections.org) by the application deadline listed above.

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*

*Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations.*

*All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.*