



**Organization:** Sustainable Connections

**Title:** Bookkeeper

**Primary Work Location:** 1701 Ellis Street, Suite 221, Bellingham, WA

**Term:** Part-time (approximately 20 hours weekly), regular, non-exempt

**Physical attendance requirement (% of time on site/in office):** Hybrid, negotiable, though some on-site work will be required

**Reports to:** Executive Director

**Application deadline:** Open until filled

**Desired start:** Late Fall 2022 / Early Winter 2023

### Summary

Join [Sustainable Connections](https://sustainableconnections.org), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to create thriving communities.

The person in this position cares about maintaining the integrity and accuracy of financial data & reports, utilizing accrual accounting methods. While much of this work is performed independently, this position is part of a team, working closely with Managers & Directors to navigate & meet the needs of the organization.

In order to create thriving communities, we are committed to continually improving and learning. Our statement of commitment to equity, diversity & inclusion can be found here: <https://sustainableconnections.org/about-us/>. We encourage applications from people of color, women, people with disabilities, veterans, and other candidates from underrepresented backgrounds and with diverse experiences interested in this opportunity.

### Primary Responsibilities:

#### Financial Oversight & System Management

- Reconcile monthly bank statements
- Propose updates to existing Accounting & Financial policies, processes & procedures
- Prepare monthly & annual financial reports (Profit & Loss Statement, Balance Sheet, Cash Flow Reports, Capital Budget, etc)
- Assist with the creation of annual budgets
- Prepare information to support the preparation of the Form 990 (gathering in-kind services & other non-cash contributions)
- Maintain security of digital and physical financial information
- Manage accounting software: user setup and training, repairs & upgrades, backups, security, chart of accounts, vendors, item lists, etc
- Implement & monitor internal controls to mitigate risk

**Accounts Payable**

- Ensure all payables are entered into the general ledger accurately, and are paid promptly & ahead of due dates
- Ensure accurate & timely payment of all taxes (business, occupation, sales, etc) in accordance w/rules from WA State Dept of Revenue, City of Bellingham & any other gov't entity to whom business taxes may be owed
- Generate & distribute W2s, W3s, 1096 and 1099s

**Accounts Receivable**

- Generate, correct and void invoices
- Ensure that received funds are entered into the general ledger accurately

**Payroll Processing:**

- Facilitate the process of timecard time entry & approval
- Ensure that paychecks include accurate rates of pay, benefits & withholdings
- Respond to wage & employment verification requests from external entities

**Required skills & qualifications:**

- Attention to detail
- Strong data-entry, analytical & math skills
- Proficiency with Microsoft Office Outlook & Excel
- Ability to reliably meet time-sensitive deadlines

**Bonus points given for experience with:**

- Education in accounting or related field
- Bookkeeping experience
- QuickBooks experience
- Point of sale (POS) experience

**Compensation:**

This is a regular, FLSA non-exempt, part-time position to be compensated \$22-28 hourly, depending on qualifications and experience. Benefits are pro-rated based on number of hours worked. Benefits for first year, regular, *full-time* employees (working 40hrs/week) would include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, 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 by email to [maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org) by the application deadline listed above.

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*