

## **Part Time Bookkeeper Job Description and Responsibilities 2022**

### **About Downtown Greens**

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

### **Position Overview**

The position of Bookkeeper for Downtown Greens is a part-time position and will be billed as a consultant to Downtown Greens.

The Bookkeeper will work closely with the Office Coordinator to carry out their responsibilities and will report directly to the Executive Director of Downtown Greens. After completion of a 90-day probationary period, they will become a permanent consultant. This agreement may be canceled with a thirty-day notice on either Downtown Greens' part or on the part of the Bookkeeper. The exception to this is immediate dismissal for negligent behavior, illegal acts and obvious inability to fulfill the job description, as stated below.

### **Hours**

The Bookkeeper will spend an estimated time of 5-7 hours per week at the Downtown Greens office maintaining books and interfacing with staff's needs in regards to financial reporting in grants. Additional weekly time will be required within the first month of employment and annually during tax season, at the end of the year, and to prepare for audits.

A VPN will be established in order that the bookkeeper may work from home as needed while accessing Downtown Greens' computer. This time shall NOT replace the 5-7 hours per week in the office.

### **Primary Responsibilities**

- Review and enter all donations and other income with appropriate allocations
- Pay all invoices, properly categorizing the charges in Quickbooks
- Prepare payroll including paying all payroll taxes and submitting monthly, quarterly and year end reports
- Prepare bank reconciliations on a monthly basis and give to the Executive Director for signature
- Prepare monthly reports for Executive Director and for Board of Directors to show the financial status of the organization
- Prepare budgets for grant applications and grant reporting

- Handle end-of-year closing entries and adjustments
- Audit support: prepare all material requested by auditors

### **Required Skills and Experience**

- Bachelor's degree
- At least two years' experience in nonprofit setting preferred
- Strong planning, attention to detail, organizational, and multi-tasking skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel
- Experience using Quickbooks
- Must be passionate about environmental stewardship, food security, and community building with a desire to strengthen Downtown Greens' capacity for these activities

All applicants will be required to complete a criminal background check.

### **Work Schedule and Compensation**

Work schedule is flexible and can accommodate evening or weekend hours. The position includes professional development opportunities. Compensation commensurate with experience.

### **How To Apply**

Submit both a resume and cover letter to [admin@downtowngreens.org](mailto:admin@downtowngreens.org). Applications must be complete to receive consideration. Applications will be reviewed on a rolling basis until the position is filled.

*Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*