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*The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*

## **Part-time Bookkeeper Job Description**

March 10th, 2020

### **Job Summary:**

The Bookkeeper is responsible for implementing and maintaining our organization's accounting system and responsible for day-to-day accounting, such as journal entries, processing invoices, and bank deposits. The bookkeeper also keeps records of assets and liabilities and assists with preparation of financial statements and reports.

**Start Date:** As soon as possible

### **Job Responsibilities:**

- Serves as Financial Assistant to the Project Managers & Co-Executive Directors
- Processes all Envirolution transactions through Quickbooks, including, but not limited to, bills, payments, accounts receivables, accounts payables, bank transactions and vendor information.
- Ensure that financial transactions are classified with CoA, Project, and Grant.
- Responsible for all contractor payments in accordance with the terms of each contract for any contractors involved in Envirolution.
- Responsible for 1099's to ENVIROLUTION employees and contractors for compensation during the calendar year, issued in accordance with the deadlines required by the IRS.
- Responsible for preparation of all grant invoices to funders.
- Responsible for coordination with appropriate finance, grant, or other specialists, as necessary, for assuring proper and timely processing of invoices.
- Provides budgetary updates as necessary or as directed by the Co-Executive Directors.
- Advises and coordinates Envirolution financial activities with the Co-Executive Director on a monthly basis, or more frequently, if necessary; or if otherwise requested by the Co-Executive Directors.
- Responsible for monthly updates to internal spreadsheets for specific grants as specified by the Co-Executive Directors.
- Reports to Co-Executive Directors monthly
- Coordinates with accountant and CPA on filing annual taxes required by the IRS.

### **Desired Qualifications:**

- Minimum two (2) years' experience in accounting/bookkeeping-preference in non-profit bookkeeping
- Bachelor's or Associate's degree in accounting preferred
- Excellent working knowledge and experience with Quickbooks Online
- Experience with online Google Docs and Microsoft Office suite

- Excellent working knowledge of basic bookkeeping functions

**Time Commitment**

It is expected that the time commitment to fulfill Envirolution's financial needs would be approximately 10-20 hours a week with Tuesday and Thursday in office days.

**Compensation:**

Dependent on experience and qualification.

**Summary of Organization**

Envirolution is a 501(c)(3) nonprofit organization dedicated to developing and scaling dynamic K-12 education, youth leadership development, and community outreach programs centered around energy efficiency, sustainability, and Science, Technology, Engineering, Art and Mathematics (STEAM) career development. Established in 2007 and based in Reno, Nevada, Envirolution's mission is to inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy. With a focus on hands-on service learning, our programs not only provide career development for students, but also enable our participants to give back to their communities. For more information about Envirolution, visit our website: [www.envirolution.org](http://www.envirolution.org).

**To apply:** Email resume with references and a cover letter to [info@envirolution.org](mailto:info@envirolution.org) or call 775-229-8488 for more info.