



Background

Green Mountain Conservation Group is a nonprofit organization with a 12-member board of directors, an executive director, three program coordinators, and two to four AmeriCorps members. The annual budget currently stands at \$335K. The organization uses Quickbooks online to manage financial records and reporting. The organization is strong with the prospect of substantial program growth through multi-year grant awards. The headquarters are located on Huntress Bridge Road, just off Route 25, in the town of Effingham, NH. The current bookkeeper is available to continue to provide payroll services for GMCG through FY23. They will work with the incoming bookkeeper to transition all other responsibilities, and hand off payroll management on a mutually agreed schedule. GMCG contracts with an accounting firm for preparation of its annual financial review and IRS 990.

JOB SUMMARY

Green Mountain Conservation Group seeks a part-time qualified contract bookkeeper for 8-12 hours monthly who will provide a professional and timely approach to financial record keeping. The bookkeeper will report to the executive director. The responsibilities include recording daily financial transactions, paying bills, maintaining organized files, reconciling bank accounts, monitoring cash flow, updating a general ledger and preparing month end reports for the executive director and the board treasurer. The bookkeeper will also be responsible for tracking grant project income and expenditures for the life of government and foundation grants, and assisting with the preparation of reports as required for inclusion in grant applications and timed reports.

Responsibilities

- Entry of payments paid by ED by cash, check, debit card, or any other means
- Compile and enter deposits as received (cash, checks, online payments, or other means)
- Enter approved invoices to be paid and cut checks as necessary



Bookkeeper Job Description

February 14, 2023

- Reconcile all checking, savings, investment and online payment accounts (PayPal, Stripe, etc.)
- Enter journal entries as required (ex. payroll as provided)
- Prepare month-end, quarterly and year-end reports
- Maintain grant income and expenditures and prepare grant reports as required by the ED and/or the grantor
- Prepare year-end tax documents for CPA
- Assist in the drafting of the next year annual budget and enter annual approved budget into QB
- Maintain organized electronic and paper files for further research, reconciliation and/or audit

Qualifications

- Bachelor's degree or higher, in the field of business, accounting, math or economics, or
- Qualified certification (thru the American Institute of Professional Bookkeepers)
- 3-4 years bookkeeping experience.

Skills & Attributes

- Friendly, highly organized with strong verbal and written communications
- Proficient understanding of accounting principles and best practices
- Expertise in Quickbooks Online and the Microsoft suite
- Establishing accounts, and understanding the GMCG accounting classifications
- Developing standards and following organization financial management policies
- Data entry
- Confidentiality
- Efficient with attention to detail and meeting timely reporting deadlines

Compensation

- Hourly compensation will be between \$30.00 and \$40.00 based on experience and qualifications



Other

- Comfortable working in small organization environment
- Flexible to work remotely and be able to work on-site in the office weekly or bi-weekly to complete all duties

Equal Opportunity Employer Statement

Green Mountain Conservation Group is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Green Mountain Conservation Group makes hiring decisions based solely on qualifications, merit, and business needs at the time.

TO APPLY

Please send a letter of interest, resume, and any questions you may have to GMCG Executive Director Matt Howe, director@gmcg.org by February 28, 2023.