

**BOOKKEEPER FOR WYOMING INTERFAITH NETWORK
(NONPROFIT)**

PART-TIME: 10-15 hours per month

PAY: Hourly; dependent on skills and experience

REPORTS DIRECTLY TO: Treasurer

Under the direction of the Treasurer and oversight of the Executive Director and Board Chair, this position is responsible for performing a variety of bookkeeping and accounting duties as required by the organization.

Duties and Responsibilities:

- Manage all aspects of operational bookkeeping and accounting processes including but not limited to accounts payable, accounts receivable, payroll, journal entries, and bank reconciliation.
- Prepare journal entries for prepaid expense, deferred revenue and payroll cash accounts
- Process and ensure payment of all invoices in a timely manner.
- Receive and deposit all organizational revenue.
- Execute payroll activities.
- Perform annual IRS Form 1099 reporting process for vendors.
- Prepare monthly, quarterly, and annual financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Maintain accounting procedures, financial policies, and systems of internal controls to ensure the integrity of all financial systems.
- Perform non-routine tasks requiring strong judgement and initiative.
- Prepare financial records for annual review.
- Other duties as assigned.

In addition to the qualifications listed below, the desired individual must be able to work independently in a dispersed work environment.

Qualifications:

- Advanced proficiency in QuickBooks
- Nonprofit accounting experience
- Associate degree or equivalent with 3-5 years related experience or combination of education and experience.
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills
- Strong organizational, problem-solving and analytical skills: ability to manage priorities and workflow
- Acute attention to detail
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Understanding of and commitment to WIN's mission.

As a small organization operating from a variety of locations around the state of Wyoming, a significant amount of flexibility and teamwork is required by employees and volunteer leaders. Employees are expected to work collaboratively to ensure WIN's success.

Application Process:

Applicants will submit a cover letter, resume, and three professional letters of reference with complete contact information to the Executive Director Annemarie Delgado (adelgado@wyointerfaith.org). Please include "Bookkeeper Job Application" in the subject line of the email.

Final offer of employment is contingent on results of background check.