



URBAN TREE CONNECTION

Urban Tree Connection (UTC)'s mission is to work with residents in historically marginalized urban communities to revitalize their neighborhoods by transforming abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

Job title: Bookkeeper	Department: Admin
Reports to: Executive Director	Status: Part-time (5-6 hrs per week, \$20 per hour)

Position Summary: Bookkeeping is completed in QuickBooks Online weekly and can be done remotely, the Executive Director (ED) and Office Manager oversee all necessary documentation is uploaded to SharePoint. In addition to entering transactions, bills, and invoices, the Bookkeeper maintains the weekly cash flow tool and completes biweekly journal entries to allocate payroll across the appropriate departments. The Accountant closes the books at the end of the month, but the Bookkeeper gathers all necessary month-end information and reconciles the credit card account. This position works closely with the Executive Director, Office Manager, and Accountant.

Duties and Responsibilities

- Record day to day financial transactions for all accounts and complete the posting process
- Ensure all transactions are accurately coded to the appropriate accounts and classes
- Enter all bills and invoices; share list with ED and Office Manager for approval and to process payment
- Create journal entries in QuickBooks as needed, primarily to allocate payroll across appropriate departments
- Create and maintain weekly cash flow, incorporating balance sheet and upcoming changes to income and expenses
- Send monthly PNLs to Executive Director and department heads; prepare financial reports for grant applications and reporting as necessary
- Prepare books for Accountant for end of month closing
- File bookkeeping documentation appropriately to maintain thorough financial records
- Follow financial procedures; provide financial procedures coaching to staff; with Executive Director, revise financial procedures as necessary
- Develop annual budget and reforecast templates with E.D. and support process as needed
- Generate financial reports as needed; Assist with audits, 1099 preparation, tax preparation as needed

Qualifications

- *Education:* Must have obtained a high school diploma and/or G.E.D. equivalency. College degree, and experience strongly preferred.
- *Experience:* A minimum of two years of experience managing books for a non-profit organization with a detailed COA and multiple classes.
- *Skills:* Proficiency with QuickBooks Online and Microsoft Office, solid understanding of basic bookkeeping and accounting payable/receivable principles, attention to detail, data entry skills along with a knack for numbers.
- *Other Characteristics:* Commitment to social justice; respect for people of all cultures and backgrounds.

UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.

Interested candidates should submit a resume, cover letter and two professional references to noelle@urbantreeconnection.org by Aug 5, 2017, with the subject line 'Bookkeeper Position'.