

Nisqually River Foundation

Bookkeeper/Accounts Manager

(Will work for 4 associated nonprofit organizations)

40 hours per week

\$33,500-\$38,500 DOQ

Starting Date - February 15th, 2018

Position Description: The Nisqually River Foundation, the Nisqually Land Trust, the South Puget Sound Salmon Enhancement Group, and the Pacific Shellfish Institute are private 501(c)(3) nonprofit corporations working in the environmental field in South Puget Sound. Together, we are seeking a highly organized person to fill a shared, full-time Bookkeeper/Accounts Manager position. This position will be employed by the Nisqually River Foundation and will work with the executive directors of each of the four organizations.

Job Responsibilities:

- Enter employee timesheets, process semi-monthly or monthly payroll, pay quarterly L&I taxes, ensure that all payroll taxes are completed and taxes paid
- Process accounts payable and prepare checks for signature
- Enter deposits, both manual and electronic, and transfers into Quickbooks
- Track accounts receivable and contact grantors for payment if necessary
- Allocate overhead costs to projects
- Prepare grant billings/vouchers monthly
- Reconcile all accounts monthly
- Prepare financial reports as requested
- Present financial reports to boards of directors quarterly
- Provide executive directors and boards with support for preparation of annual budgets
- Maintain standardized filing system for each group's financial records
- Provide administrative support and fulfill other duties as assigned by the executive directors.

Qualifications and Experience:

- Bachelor's degree and three years of relevant experience or Associate's degree and five years of relevant experience.
- Proficiency with Quickbooks and Microsoft Office software
- Knowledge of basic accounting principles
- Experience with state and federal audits
- Ability to track grants and contract expenditures, revenues and match, and post to the appropriate accounts

- Ability to prepare vouchers, checks, bills, and invoices
- Familiarity with financial management standards for nonprofits
- Ability to solve complex accounting problems related to private, state and federal funds and communicate problems constructively to management
- Excellent interpersonal communications skills and ability to prioritize within a busy work environment
- Ability to work well within a team setting
- Ability to work in a variety of settings and systems
- A working knowledge of filing, copying, mailing, and related administrative tasks

Experience with nonprofit organizations and grants is desired but not required. Experience preparing IRS Form 990 is also desired. Applicant must provide three references.

Compensation: This position will be full-time and salaried and comes with vacation, sick leave, and employer-provided health benefits. Based on qualifications and experience, the pay range is \$33,500-\$38,500.

Background:

The Nisqually River Foundation provides staffing, grant management, and program delivery for the Nisqually River Council, a coordinating council of governments and citizens dedicated to preserving, protecting, and promoting the Nisqually Watershed. The organization relies on state and federal grants and in-kind and cash donations.

The Nisqually Land Trust is a nationally accredited land conservancy that acquires and permanently protects wildlife habitat throughout the Nisqually River Watershed, from Mount Rainier National Park to the Billy Frank Jr. Nisqually National Wildlife Refuge, on Puget Sound. The Land Trust raises funds through local, state, and federal grants, private grants and donations, and fee-for-service income.

The South Puget Sound Salmon Enhancement Group (SPSSEG) is working to protect and restore native fish populations and their habitats throughout the South Puget Sound. SPSSEG serves several counties and is located in Lacey, WA. It partners with state, federal and local governments, Native American tribes, conservation districts and other nonprofits to plan and implement salmon restoration and education projects. The organization relies on state and federal grants and in-kind and cash donations.

The Pacific Shellfish Institute conducts research and educational activities aimed at supporting sustainable shellfish production and restoration, protecting marine ecosystems, and informing coastal planning decisions. Most activities are publicly-funded research projects to evaluate the

ecology, health and diseases of shellfish. The organization relies on federal, state and foundation grants, as well as broad partnerships.

Applications will be accepted until the position is filled. Anticipated start date is February 15th, 2018.

Please send cover letter, resume and references to:

Nisqually River Foundation
Justin Hall
12501 Yelm Hwy SE
Olympia, WA 98513

Or submit by email to: justin@nisquallyriver.org. Questions may also be submitted to this email address.

Nisqually River Foundation is an equal-opportunity employer.