

Bookkeeper
Western Organization of Resource Councils
Billings, MT
November 2018

The Western Organization of Resource Councils (WORC) is a regional network of grassroots community organizations with 15,000 members and 39 local chapters. WORC is a leader in community organizing and campaigns to hold the oil, gas and coal industries accountable, and for sustainable family farms and ranches, clean renewable energy, and homegrown prosperity.

WORC seeks a full-time bookkeeper who is familiar with nonprofit bookkeeping and accounting principles to execute all of the organizations bookkeeping and accounting functions. The bookkeeper's main responsibility is to ensure the accuracy of WORC's books, produce financial reports and work with WORC's senior management and Board of Directors to fulfill fiduciary oversight responsibilities. Ongoing duties include working with the Office Administrator on accounts payable and accounts receivable, creating monthly financial statements and processing monthly payroll and all monthly reconciliations. The bookkeeper also administers benefits such as health insurance and retirement plans, and is the main liaison with WORC's external audit firm. Specific accounting/bookkeeping responsibilities include but are not limited to:

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries and bank reconciliation in accordance to GAAP
- Process and pay all invoices in a timely manner
- Record and deposit all organizational revenue
- Process monthly payroll and W-2s
- Prepare standard monthly and annual financial reports
- Coordinate with outside audit firm to produce year-end audit reports and IRS 990 filings
- Prepare and file political and legislative reports and annual corporate reports
- Maintain accounting procedures and policies, and internal control systems to ensure the integrity of all financial systems
- Administer health insurance and retirement plans

QUALIFICATIONS

- Accounting degree or equivalent work experience
- Experience in nonprofit multi-fund accounting preferred, but not required
- Strong Excel and Quickbooks skills, including all normal accounting transactions, general ledger management, budgeting and reporting
- Experience with financial audits
- Ability to work independently and in a team environment
- Facilitation/training skills a plus, but not required
- Attention to detail and strong communication and problem solving skills
- Commitment to WORC's mission and values

The position is full-time and based in our Billings, Montana, office. Our LEED platinum certified building is a showcase of green building strategies and technologies, and a great place to work.

COMPENSATION

Compensation for this position will be based on qualifications and experience, with a first-year starting range of \$45,000 to \$50,000. Generous benefits include company-paid health and dental insurance, vacation and sick leave, flex time policy, and retirement plan with employer contribution.

HOW TO APPLY

The position will remain open until filled, but applications are encouraged by December 1, 2018. The preferred start time for this position is mid-December 2018.

To apply, send a resume, cover letter, and three references, to John Smillie, Executive Director at billings@worc.org.

WORC is an equal opportunity employer. For more information about WORC, visit www.worc.org.