

Part Time Bookkeeper
Western Organization of Resource Councils
Billings, MT

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 part-time bookkeeper (with potential to increase to full-time within a year) who is familiar with nonprofit bookkeeping and accounting principles to assist WORC's Comptroller execute all of the organizations bookkeeping and accounting functions. Ongoing duties include accounts payable and accounts receivable, helping develop monthly financial statements and monthly reconciliations and other accounting tasks as assigned. Specific accounting/bookkeeping responsibilities include (but are not limited to) supporting WORC's Comptroller with:

- Managing 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
- Processing and paying invoices
- Recording and depositing organizational revenue
- Processing monthly payroll
- Preparing standard monthly and annual financial reports
- Coordinating with outside audit firm to produce year-end audit reports and IRS 990 filings
- Preparing and filing political and legislative reports and annual corporate reports
- Maintaining accounting procedures and policies, and internal control systems to ensure the integrity of all financial systems

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
- Ability to work independently and in a team environment
- Attention to detail and strong communication and problem solving skills
- Commitment to WORC's mission and values

Compensation for this position will be based on qualifications and experience, with starting range of \$25,000-\$27,500 for the first year. The position is part-time (hours are flexible depending on availability) 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.

HOW TO APPLY

The position will remain open until filled, but applications are encouraged by December 7, 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.