

## **Winyah Rivers Foundation, Inc.**

### **Job Description – Bookkeeper/Administrative Assistant (Part-time)**

The Bookkeeper/Administrative Assistant is an employee of and provides accounting and administrative support for the work of Winyah Rivers Foundation, Inc., a 501(c)(3) nonprofit organization, and its mission to protect, preserve, monitor and revitalize the health of the lands and waters of the greater Winyah Bay watershed (encompassing the watersheds of the Waccamaw, Lumber-Little Pee Dee, Pee Dee, Lynches and Black Rivers).

The Bookkeeper/Administrative Assistant handles the accounting and provides administrative support for the Foundation. S/he will perform regular bookkeeping and database management responsibilities and act as an information resource for members, volunteers, and the general public. S/he will maintain the Foundation's financial records, including accounts receivable, accounts payable and cash receipt functions, as well as financial reporting, processing payroll and reconciling accounts to ensure their accuracy.

The Bookkeeper/Administrative Assistant is a part-time position and reports to the Foundation's Executive Director with additional responsibility to the Treasurer of WRF and its Board of Directors. The position is located at the Foundation's office in Conway, SC.

#### **Knowledge, Skills and Abilities**

- Minimum education level of Associate's degree in accounting or business administration, or equivalent business experience.
- Demonstrated knowledge of bookkeeping, including knowledge of the QuickBooks bookkeeping system, and generally accepted accounting principles.
- Knowledge of and experience in office administration.
- Proficiency with computer programs including Microsoft Office and G-Suite tools.
- Familiarity with constituent database management systems (Bloomerang, in particular, is a plus).
- Excellent written and oral communication skills, including the ability to interact effectively with members, volunteers, staff and the general public.

#### **Responsibilities**

- **Bookkeeping functions:**
  - Keep the organization's books including
    - Enter financial transactions, creating financial reports and reconciling accounts to ensure their accuracy;
    - Post information to accounting software from such sources as invoices for accounts payable and accounts receivable, cash and check receipts, and other financial documents as provided by staff;
    - Coordinate with staff to ensure accounts receivable and accounts payable are managed and documented;
    - Pay vendor invoices in a timely manner;

- Pay any debt as it comes due for payment;
    - Record cash receipts and other monthly deposits;
    - Maintain adequate documentation of all revenue and expense transactions;
    - Conduct a monthly reconciliation of every bank account;
    - Conduct periodic reconciliations of all accounts to ensure their accuracy;
    - Issue financial statements quarterly;
    - Maintain an orderly accounting filing system;
    - Maintain the chart of accounts including grant allocations;
    - Enter the annual budget as developed by staff and Board Treasurer;
    - Comply with local, state, and federal government reporting requirements;
    - Process payroll in a timely manner and file quarterly federal/state reports;
    - Provide financial data to CPA annually for creation of IRS Form 990;
    - Enter adjusting journal entries as determined by CPA annually.
  - Manage the organizational donor database, including
    - Create donor profiles;
    - Enter donor contributions (checks, cash, online donations);
    - Work with staff to ensure donor contributions are acknowledged;
    - Prepare weekly reports for WRF's Treasurer and Executive Director.
  - Provide support to the Board Treasurer in carrying out her/his responsibilities.
- **Administrative and office functions:**
    - Perform routine clerical and organizational tasks including
      - Maintain files;
      - Maintain office supplies and equipment;
      - Respond to telephone and e-mail inquiries from the general public, members, and volunteers concerning membership, events and general information;
      - Assist with meeting and event logistics, providing relevant administrative support.
    - Provide administrative support to WRF staff and Board of Directors.
  - **Perform miscellaneous duties as assigned.**

**Salary**

To be negotiated.

**Application Procedure**

Send cover letter and resume to Christine@winyahivers.org (*no phone calls please*).

Winyah Rivers Foundation, Inc. is an equal opportunity employer.