



Bookkeeper

4-16 hours per week (gradually increasing) until April 2023, then 20 hours per week

Founded in 1996, the Methow Conservancy is an accredited, nonprofit land trust inspiring people to care for the land of the Methow Valley. In our 27 years, we have grown to be a trusted partner in the Methow Valley community, having protected more than 10,000 acres of incredible wildlife habitat, fertile soils, and scenic views. In addition to our land protection work, we offer a robust array of natural history-based and land-care educational programs designed to help residents and visitors dig in and learn more about this Valley.

Our work is grounded in three strategic areas: Protecting Healthy Land and Water, Connecting People to the Land, and Supporting Local Agriculture. We believe in the principles of community conservation and that we must see our work in the broader context of our community's needs and with diverse perspectives and voices at the table. We acknowledge that this beautiful place we call home is the homeland since Time Immemorial of the Methow People, who were forcibly removed from the Methow Valley in the 1880s. As we move forward in our conservation work, we strive to do better to consult with and include the Methow People where appropriate and possible.

We believe that loving a place like the Methow Valley means actively taking care of the land and each other.

Our Bookkeeper is someone who:

- **Shares a Passion for Our Mission** – Everyone associated with the Methow Conservancy believes deeply in the need for working with our community to care thoughtfully for the land. We come to our work with energy, enthusiasm, optimism, and a healthy dose of humility acknowledging that we all still have much to learn, and we embrace that opportunity to remain open-minded and curious.
- **Wants to be a Team Player** – We strive to be a cohesive team – within the Staff, between the Staff and the Board of Directors, with the Landowners we have the privilege of working with, and with other Community Partners. Our Bookkeeper enjoys working as a part of a team, takes satisfaction in collaboration, understands that sometimes being on a team means being flexible and adaptable, and is community-minded and will help us see how to always work better at inclusively engaging our community.
- **Pays Attention to All the Details** – Our finances are complex. Our Bookkeeper can juggle all the details, follow our well-established systems (and help to build new ones), and cares about getting the little (and big) things right. They are reliable and ethical.
- **Is a Self-Starter** – Our team likes to make things happen and get good work done. While we will provide mentoring and support for this role from our current bookkeeper during a training period, we also need someone who likes to take on responsibility.

- **Understands the principles of bookkeeping** – Our Bookkeeper needs to understand and have experience implementing the basic principles of bookkeeping (debits and credits, charts of account, etc.). We contract with a regional CPA firm to help with our 990 tax return and annual audit, but we expect our Bookkeeper to be able to do the basic day-to-day bookkeeping of paying bills, receiving income, payroll, quarterly tax payments, etc.
- **Values Building Relationships** – Whether connecting with vendors or with our Staff and Board, our Bookkeeper needs to value building strong relationships grounded in trust. We acknowledge that the Bookkeeping position carries significant responsibility and trust is one of the most important ingredients in our success.
- **Clearly and Transparently Communicates** – Our Bookkeeper will work closely with our Executive Director and other staff to help manage our finances. We value honest, clear, and transparent communication and need a Bookkeeper willing to speak up and share their insights.
- **Finds Joy in Our Work** – We strive to ensure our important work is also fun. We hope all of our team members have a sense of humor, creativity, and a desire to not just find satisfaction but also to find joy in our work.

Job Duties:

A successful Bookkeeper will work with our senior leadership team and the Board Treasurer to ensure our finances are ethically managed and meet the standards of our annual audit and accreditation guidelines of the Land Trust Alliance. Duties include but are not limited to:

- General bookkeeping, including managing accounts receivable, accounts payable, cash management, reconciliation of accounts and maintenance of accounting computer data. We currently use Quickbooks.
- Prepare payroll twice monthly. Work with staff to ensure timesheets and expense reports are prepared on time and accurately.
- Prepare payroll taxes monthly and quarterly.
- Manage payment of and enrollment in employee benefits, including health insurance and Simple IRA plan contributions.
- Understand and follow generally accepted accounting procedures for non-profit organizations (supported by a professional accountant).
- Manage invoices and billing for federal and state grants.
- Follow up on unpaid invoices.
- Assist with preparation of A-133 audit and 990 tax statement.
- Assist with financial reporting, including reports for budgeting purposes. Prepare the monthly Treasurer packet for review.
- Manage basic office paperwork (business licenses, nonprofit registration with Secretary of State, filing of financial statements, etc.).
- Manage paperwork associated with our organizational insurance.

- Assist with general office responsibilities as necessary as all teammembers do (e.g., willing to help with post office delivery, basic office care, assisting at major events, etc.)

Qualifications:

- Experience in office administration including computer skills (word-processing, spreadsheet and database management, email, using shared calendars, etc.).
- Bookkeeping, accounting or fiscal management work experience (or education). Experience with Quickbooks is preferred.
- Love for the Methow Valley's community, agriculture, wildlife, habitat and landscape.
- Ability to work independently with confidential information.
- Experience in federal grant administration or willingness to learn and commitment to managing complex details.

OR:

- Any combination of education and experience providing the knowledge sufficient to perform thoroughly and accurately the job duties described above.

The Methow Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed, as an organization, to furthering our understanding of the issues of equity in our work and to adjust our policies and practices to promote inclusion.

Compensation and Benefits: \$25-30 per hour @ 20hours/week. Paid vacation plus holidays, health insurance provided for employee, 3% retirement match in Simple IRA program. NOTE: Ideally, the position will begin with a training period starting in November with a gradual ramp up from 4 to 16 hours per week with our existing bookkeeper for training and then taking over the 20 hours per week starting in April 2023.

To Apply:

Please send a cover letter, resume, and list of three references.

Your cover letter should address:

- Your experience with bookkeeping and why you enjoy it
- What trust means to you
- Why you care about the mission of the Methow Conservancy

Please email your materials to sarah@methowconservancy.org.

If email is not an option for you, you can mail your materials to:

Methow Conservancy
PO Box 71
Winthrop, WA 98862

We will begin review of applications on October 4th. Our selection process will include:

- Review of written applications by our internal hiring committee.
- Invitation for select number of candidates to participate in an interview with our hiring committee (may be conducted in person or via Zoom).