Part-time Bookkeeper

Job Announcement

*Position is open until filled; application review and interviews starting immediately.*

**About Ecology Project International:** EPI is an international non-profit organization dedicated to addressing critical conservation issues through field-based partnerships between local experts and high school students. We engage adolescent youth from local communities and visiting youth from other regions in applied hands-on science and conservation as they learn about and help protect threatened species and habitats. Through EPI’s programs in five countries throughout the U.S. and Latin America, teens are inspired and empowered to engage in conservation efforts at home and worldwide to become the next generation of conservation leaders. More information can be found at [www.ecologyproject.org](http://www.ecologyproject.org)

**Job Summary: Job Summary**: The Bookkeeper assists in the managing our EPI’s day-today accounting and finance requirements. The position is responsible for computing, classifying and recording financial transactions to ensure the financial records of the organization are accurate. The position also performs routine financial calculations and general ledger duties. The bookkeeper may also check the accuracy of calculation performed by other employees.

This position is also empowered to identify new and creative ways to engage with co-workers to cultivate an environment true to our core values: making a positive difference in the world; bringing integrity, honesty, and excellence to all aspects of our work; appreciating the outdoors for education, inspiration and enjoyment; and having fun and thinking BIG!

**Responsibilities:**

* Process monthly organization payroll
* Process monthly, quarterly and annual payroll taxes and forms
* Issue checks for vendors
* Record all vendor payments (wire transfers and ACH payments)
* Issue invoices to customers
* Reconcile AR with Salesforce
* Allocate tuition revenue to appropriate class codes
* Record deposits (cash, check and credit card)
* Conduct a monthly reconciliation of every bank and credit card account
* Conduct a periodic reconciliation of all accounts (revenue, assets, etc) to ensure their accuracy
* Monitor cash balances
* Monitor debt levels and compliance
* Provide information to the external accountant who creates the company’s financial statements (990 and FBAR)
* Assemble information for external auditors for the annual audit
* Maintain an orderly accounting filing system
* Maintain the chart of accounts
* Comply with local, state, and federal government reporting requirements

**Preferred Qualifications:** The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and GAAP.

**Schedule and Location:** This position will be 20-30 hours a week (to be determined), located in our Missoula Headquarters office, with a flexible schedule.

**Compensation*:* $17/hour**

**Questions can be directed to:** Melissa Peterson at melissap@ecologyproject.org

**To apply**: Please click the [link](https://ecologyproject.bamboohr.com/jobs/view.php?id=2) to apply.