

Nonprofit Bookkeeper Job Description

REPORTS TO:	Chief Executive Officer
LOCATION:	Spokane, WA
TYPE:	Paid/Full-time/Exempt/20% Remote
REVIEWED:	December 2021

JOB DESCRIPTION

Believe in Me is looking to hire a Nonprofit Bookkeeper with excellent organizational and analytical skills. Ideal candidates are expected to be detail-oriented, knowledgeable on statistics, have strong problem-solving skills, and an investigative nature. To ensure success, applicants should have a strong understanding of nonprofit accounting, strong numeracy skills, and a keen interest in the growth, efficiency, and profitability of the organization. Top candidates will have outstanding communication and report writing skills with superb technical ability and fantastic negotiation skills.

RESPONSIBILITIES

General Accounting

- Oversee the planning and execution of our financial operations; owning every aspect of the management of the organization's revenues and expenses, cash flows, balance sheet, investments and other matters related to its continued solvency.
- Work with the Chief Executive Officer to develop the annual budget and submit it to the full Board for approval.
- Develop the corporate fundraising strategy in tandem with the Chief Executive Officer and Director of Development.
- Ensure the preparation of an annual audit, tax form (990), and audited Financial Statements.
- Oversee the maintenance of organizational-wide assets, including prudent management of property and investments.

- Monitor the day-to-day financial operations within the company (deposits, reimbursements, reconciliations, payroll, invoicing, and other transactions as assigned).
- Prepare timely and detailed reports on financial performance on a quarterly and annual basis.
- Support project analysis, validation of plans, and ad-hoc requests.
- Ensure compliance with accounting policies and regulatory requirements.
- Manage the organization's financial accounting, monitoring, and reporting systems.
- Review and reinforce all internal controls.
- Conduct analysis and report to the Chief Executive Officer and Board of Directors.
- Participate on the Finance, Investments, Real Property & Development Committee.

Alternative Investments

- Conduct In-depth research of various investment-related topics relative to evaluation of angel investment opportunities.
- Evaluation, modeling, peer benchmarking and decision recommendations relative to various strategic or opportunistic Alternative Investments.
- Quantitative and qualitative quarterly review of Alternative Investments performance.
- Organize the legacy alternative investment portfolio information for the Board of Directors.
- Aggregate investors update information from alternative investments and report performance to the Board of Directors on a quarterly basis.
- Attend angel alliance meetings as requested.

Property Management

- Ensure timely payment of property taxes.
- Manage ongoing relationships with farmland tenants and neighbors.
- Process paperwork and transactions related to farm income and crop insurance.
- Conduct ongoing feasibility studies on highest and best use of existing and potential property investments.
- Review and negotiate the terms of retail and farm leases prior to expiration.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong analytical and problem solving skill set.
- Excellent organizational and attention to detail.
- Outstanding communication and interpersonal abilities.
- Work well in a team environment; possess leadership qualities.
- Ability to prioritize and meet deadlines.
- Ability to recognize and define problems, collect information, establish facts and implement innovative solutions.
- Ability and openness to understanding operational, accounting, and legal aspects of financial reporting and investments.
- Project management experience and time-management skills for juggling numerous time-sensitive projects simultaneously.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, and volunteers.
- Commitment to a high standard of ethics and to promote the donor bill of rights.
- Commitment to maintaining a high level of confidentiality with information acquired about Believe in Me prospects, donors, and volunteers.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or degree candidate in Finance or Accounting.
- CPA or other relevant qualification is a plus.
- 5 years or more of experience as a Senior Accountant, Finance Manager, or similar role.
- In-depth knowledge of nonprofit finance and accounting principles, laws and best practices.
- Solid knowledge of financial analysis and forecasting.
- Proficient in the use of Google Workspace and financial management software (e.g. bill.com, Quickbooks, Supermetrics, Zapier).
- Ability to use or learn research tools such as PitchBook and Capital IQ.
- Familiarity with charting and graphing, along with advanced Excel knowledge.

PURPOSE: Believe in Me is organized for the principle purpose of stimulating, receiving, administering, and managing assets and funds for grant-making to programs serving youth in need of shelter, foster care, adoption, education, and emotional enrichment support and direction.

VISION: Our vision is to help every kid develop the self-confidence they need to succeed.

MISSION: Leveraging the generosity of our donors, we fund children's charities that provide disadvantaged kids with a safe place to call home, a family that loves them, a feeling of community, and opportunities to learn, build self-esteem, and have fun.

VALUES: Believe in Me effectively raises funds and manages assets in a manner that is guided by the values of caring, trustworthiness, innovation, equity, diversity, and inclusion.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.