

## Position Description

**Department:** Accounting & Finance

**Title:** Bookkeeper



**National Forest Foundation (NFF)** is pleased to offer a regular, part-time Bookkeeper position, working no more than 24 hours per week.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** The Bookkeeper works with Accounting, Development and Conservation Awards staff to complete accounting and financial reporting tasks. The position reports to the Controller and will use their solid financial background to provide financial system support to the NFF.

**Position Duties and Responsibilities:** The Bookkeeper is responsible for:

- **Process receipts and contributions.** Daily deposits of funds received. This includes maintaining the deposit upload spreadsheet, scanning and filing of appropriate documentation, and entry of cash receipts into Great Plains. Entry of revenue codes for deposits into the current Customer Relationship Management (CRM) system.
- **Process and reconcile weekly credit card receipts.** Review weekly credit card report from our third-party credit card processor. Create upload file in Excel following the current standard format. Review each item for accuracy in revenue coding, date, name of donor and amount.
- **Process Accounts Payable.** Enter, review and verify vendor payments and employee reimbursements. Attention to detail, accuracy and knowledge of correct expense coding is extremely important. Assist the Accountant in preparing analysis of payables ready for processing.
- **Provide outgoing grants and contract financial support.** Review and process outgoing payments to grantees and contractors, ensuring completeness and accuracy of submitted information. Input project organizational and financial data for new agreements, perform financial closeout of completed projects, and file other project records.
- **Assist with quarterly Federal agreement reports and requests for reimbursement.** Assist the Controller with filing, scanning and requesting reimbursements. This task is accomplished quarterly.

**Education and Qualifications:** NFF is looking for a Bookkeeper to possess the following educational and experiential qualifications:

- Associates Degree, currently enrolled in an Accounting program, or 5 plus years of bookkeeping experience.
- Computerized accounting systems is required.
- Working knowledge of Excel, Word and Outlook.

**Abilities, Skills, Competencies:** NFF expects the Bookkeeper to possess the following proven abilities and skills:

- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication skills, as well as excellent interpersonal skills at all levels.
- Ability to effectively identify all components of a task, prioritizing and balancing them against the schedule of the Controller and NFF departments, as well as overall organizational needs.
- Ability to be detail-oriented, double checking work to ensure accuracy.
- Ability to work well, and be flexible, in a team-oriented environment.
- Excellent organizational and time-management skills.

**Location:** The position is located in Missoula, Montana.

**Compensation:** The NFF offers compensation at the rate of \$14.00 to \$16.00 per hour. No insurance benefits, other than the legally required benefits, are associated with this position.

**To Apply:** Please send a cover letter and resume in .pdf format **as soon as possible** but not later than **April 30, 2021**, to Sheree' Bombard at [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org) with subject line: "Application for Bookkeeper".

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. For more information about the National Forest Foundation, visit the website at: [www.nationalforests.org](http://www.nationalforests.org)*