



# Heart Mountain Wyoming Foundation

The Heart Mountain Wyoming Foundation is currently seeking candidates for the position of **bookkeeper**. The bookkeeper is responsible for purchasing, budget tracking, and revenue reporting for the foundation. This is a part-time hourly position (**approximately 16 hours per week**), and reports to the executive director. The pay range for this position is \$15-25 per hour, commensurate with experience and other qualifications.

## **Strongly Preferred Qualifications:**

- 1+ years of bookkeeping experience with a non-profit organization or business.

## **Desirable Qualifications:**

- Experience with Quickbooks or similar bookkeeping software.
- Experience tracking grant budgets and expenditures.

## **This position is responsible for the below duties:**

- Process incoming invoices and submit payment requests to accountant.
- Pick up outgoing checks from accountant, obtain authorized signatures, and mail checks to vendors.
- Track revenue and expenses from multiple income sources, including several grants, for multiple departments.
- Reconcile monthly revenues and compile reports for accountant. Compile regular (twice per month) reports of revenue and expenditures for executive director and board.
- Monitor the foundation's bank accounts and transfer funds between accounts as necessary.
- Collect and prepare monthly staff timesheets for executive director's approval. Submit approved timesheets to accountant for processing payroll.
- Assist executive director in grant budgeting and expenditure tracking.
- Maintain organized and transparent paper and digital files related to budgeting, revenue, purchasing, and personnel.
- Assist executive director and other staff in developing the foundation's annual budget.
- Prepare for and assist auditor with an annual audit of the foundation's finances.

The bookkeeper position may also be responsible for other duties, as assigned.

## **To Apply:**

- Submit a cover letter and resume to Dakota Russell, Executive Director, at [dakota@heartmountain.org](mailto:dakota@heartmountain.org).
- The application period closes **September 15, 2019**.

The Heart Mountain Wyoming Foundation is an "At Will" employer. Employment, compensation, and/or benefits can be terminated, with or without cause, and with or without notice, at the option of either the HMWF or the employee.