

Bookkeeper Job Description

Position Title:	Bookkeeper
Reports To:	Executive Director
Position Hours:	Hourly, 6-10 hours/week, flexible schedule, starting July 6, 2021
Hourly Rate:	\$18-\$20 per hour, depending on experience

Position Overview

Help tend our financial garden with essential book-keeping services (Accounts Payable, Accounts Receivable, coding in Quickbooks, providing information to our accountant). A successful person in this role will have keen attention to detail, experience or training with Quickbooks and basic bookkeeping, and ideally a shared interest in our mission.

About Us:

We are a small team of 6 full-time employees, working partly in our Roseville office and partly in the field or from home, serving 9,000 members and thousands more community program and education participants throughout Minnesota and beyond. The Minnesota State Horticultural Society is a 501©(3) nonprofit with a mission of “**Cultivating a healthy, diverse, sustainable community of northern gardeners**” for the past 155 years.

A core part of our new strategic plan is to increase the diversity of thought, life experiences and identities of our membership, staff, board and programs. We welcome applications from everyone who is interested in supporting our mission in this important role of bookkeeping, and look forward to the fresh perspective and experience that a new person will bring to our small team.

Desired skills and qualifications:

- Experience or training with Quickbooks
- Experience or training with Accounts Payable/Receivable
- Comfortable with Excel and Word
- Attention to detail
- Interest in MSHS mission

To apply:

- Please send a resume and cover letter to Rick Juliusson, Executive Director: rick@northerngardener.org. Applications will be accepted until position is filled.

Core Job Responsibilities:

Accts Payable:

- Receive and route incoming invoices to the appropriate staff for approval and coding.
- Complete Payment approval forms, pay incoming invoices by check or ACH, document payments and coding for accountants
- Send accountants billing information for accounts not in Quickbooks
- Gather receipts and coding from staff for company credit cards and record on CC statement for accountants
- Keep track of newsstand vendor credits
- Transfer funds from savings to checking as needed

Accts Receivable:

- Prepare invoice requests from staff, send to accountants for entry into Quickbooks and send the invoices to clients once prepared.
- Process incoming checks, enter coding on spreadsheets and scan for deposit
- Make, document and code cash deposits
- Document and code Square deposits
- Periodically review Aging AR report
- Send periodic statements as needed

- Review monthly bank statement
- Review and revise financial procedure and forms as needed.
- Communicate with accountants as needed

Administration (if hours permit):

- Assist Executive Director with annual audit document preparation
- Other tasks as assigned and appropriate to candidate's skills and interests