



Bookkeeper

Job Announcement

Northwest Organization for Animal Help (The NOAH Center) is looking for a part time, Bookkeeper. It's a great opportunity for someone who wants to make a difference and help The NOAH Center achieve our mission of finding homes for animals and reducing pet overpopulation through low-cost spay/neuter programs.

Job Summary

The Bookkeeper is responsible for overseeing The NOAH Center's financial records, accounting system, accounts payable/receivable and payroll processing. This person must be well organized, detail oriented, proficient with the accounting software programs, efficient, and able to handle stressful situations in a professional manner.

The Bookkeeper must support The NOAH Center's mission, philosophies and practices. Superior customer service, consistent humane handling of animals and fundraising are priorities for every NOAH staff member and volunteer. Performs duties in a safe and professional manner that is in accordance to NOAH's Code of Conduct.

Job Duties

- Maintains accurate financial records for The NOAH Center
- Documents and maintains all financial transactions
- Pays bills on time and assures correct GL accounts and departments are assigned to each invoice.
- Records and balances daily income, donation income and prepares bank deposits
- Assists with preparing monthly Department of Revenue tax returns
- Reconciles monthly donation & donor information
- Prepares payroll bi-weekly and all necessary tax reports. Maintains all payroll records and ensures all payroll tax records are filed.
- Assists with annual audit & works with independent tax accountant.
- Maintains QuickBooks accounting software and secures financial information by completing data base backups.
- Maintains accounting controls by preparing and recommending policies and procedures
- Assists the Adoptions Manager with maintaining quarterly manual inventory counts.
- Maintains accurate cat trap deposit records
- Maintains and reconciles petty cash accounts
- Works with the donor support staff to accurately record, process and report fundraising event financial data.
- Assists the development team with fundraising events to accurately record, process and report fundraising event financial data. Also helps with guest registration, event preparation, set up and provides exceptional customer service at events.
- Works with the Executive Director to ensure that all business licenses, permits and policies are submitted and filed on time.
- Maintains financial security by following internal controls.
- Complies with federal, state, and local laws.
- Assists Executive Director, Board of Directors and/or Department Managers with Budgeting.

Qualifications

- High School Diploma or GED Equivalent
- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy.
- Associates degree in accounting or related experience
- Must have 2 or more years of professional bookkeeping experience - non-profit experience is preferred
- Must have 2 or more years of payroll experience.
- Must have strong QuickBooks experience.
- Must have strong computer skills especially with Microsoft Excel
- Must display positive attitude, enthusiasm and the ability to work well with a team
- Must have good verbal and written communication skills
- Must possess professionalism, courtesy, tact and sound judgment
- Ability to utilize effective problem solving/decision making skills
- Excellent interpersonal skills
- Organized, detail oriented and able to work under pressure
- Knowledgeable and current regarding federal, state and local laws
- Have a high level of integrity and ethical standards

Work Conditions

Works in an area with a high noise level. Subject to animal, dander, bites and scratches. Exposure to biological and potentially zoonotic agents. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary:	\$15.00-\$17.00 per hour DOE
Classification:	Non-Exempt, Regular, Part Time
Schedule:	Varies, will include occasional weekend and evening work (approximately 25-30 hours/week)
Benefits:	Paid time off, holiday pay & retirement options
Reports to:	Executive Director
Reporting Staff:	Volunteers

The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arises and as business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Instructions for Applying

Please send a resume and cover letter to Stacie Ventura, Executive Director:
e-mail: stacie@thenoahcenter.org
mail to: 31300 Brandstrom Road Stanwood, WA 98292, or

Thank you for your interest in working for The NOAH Center!