

Partnership for the Delaware Estuary

JOB DESCRIPTION

GENERAL DESCRIPTION

The Bookkeeper is responsible for completion of the month end accounting close process. The incumbent creates reports for the organization, departments and programs.

JOB FUNCTIONS

1. Reconciles each Balance Sheet account monthly, including bank statements.
2. Provides account analysis for revenue and expense accounts.
3. Identifies discrepancies or unusual activity to be reported to management.
4. Creates and posts approved accrual, reversing and correcting entries.
5. Prepares pre-close reports for management approval prior to close
6. Assists in preparing information and schedules for the year end audit.
7. Prepares year to date actual versus budget reports for the organization and departments.
8. Prepares inception to date actual versus budgets for programs.
9. Enters budget data at the detailed account and program level.
10. Performs other duties as assigned.

REQUIRED SKILLS & EXPERIENCE

1. BA from an accredited college in accounting.
2. 7 years of progressive assignments in the accounting field.
3. Knowledge of generally accepted accounting principles for non-profit organizations.
4. Familiarity with government grant financial reporting.
5. Excellent Quickbooks software experience.
6. Excellent numerical problem solving and logic skills.
7. Ability to handle massive amounts of detailed accounts and subaccounts.
8. Experience with Microsoft Office Suite and Google email and calendaring.
9. Excellent written and oral communications skills.
10. Valid United States driver's license.

WORKING CONDITIONS

Time spent in this position will be in an office setting and occasionally in a warehouse facility or outdoors at organization events. Rarely, there will be a need to work on a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 30 pounds. The incumbent should be able to sit and stand for at least 3 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Deputy Executive Director

Direct reports: none

Bookkeeper

The Partnership for the Delaware Estuary (PDE), a regional environmental nonprofit organization primarily funded by the EPA which is based in Wilmington, Delaware, is seeking to fill the position of Bookkeeper to be responsible for month end closing activities and internal financial reporting. Applicants must be experienced in Quickbooks accounting software and have had exposure to other accounting packages. Attention to detail and the ability to handle an extreme amount of accounts / subaccounts is a must. A job description is attached. This is a Regular Part Time Non-Exempt position which pays \$25 per hour for up to 24 hours per week.

Interested applicants are encouraged to submit a resume by close of business **March 23, 2018**, to: HR Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801; by fax to (302) 655-4991; or by e-mail to ndescano@delawareestuary.org.

Partnership for the Delaware Estuary is an equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability. Candidates must be able to work legally in the United States.