



## **JOB ANNOUNCEMENT, BOOKKEEPER**

Blue Water Baltimore's mission is to restore the quality of Baltimore's rivers, streams and

Harbor to foster a healthy environment, a strong economy, and thriving communities. Blue Water Baltimore is 501(c)(3) nonprofit organization that accomplishes a wide range of work and partners with diverse organizations and community stakeholders to reach its restoration, greening, and advocacy goals.

Our team is small, close-knit, and committed to the wellbeing and happiness of one another. Our workplace is flexible, casual, and fun. As an organization and individually, we are committed to creating an inclusive environment. Read more at [www.BlueWaterBaltimore.org](http://www.BlueWaterBaltimore.org).

### **POSITION SUMMARY**

Provides support for the financial functions of Blue Water Baltimore and staff (programmatic & administrative). This entails bookkeeping and accounting duties including managing accounts receivable & accounts payable, performing account reconciliations, managing certain grant invoicing processes, and providing managerial staff with reports to help them monitor their grant projects and budgets.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Accounts payable management- input invoices, payroll and upload app transactions (Tallie and Bill.com), maintain accounts payable files including W-9 forms, handle vendor inquiries, organize checks for signature, mail payments to vendors, prepare 1099 forms
- Accounts receivable management– issue and input invoices, monitor receipt of payments and apply to appropriate accounts, prepare deposits, maintain deposit files, collections management
- Register, train and manage user accounts for finance applications; Tallie, Bill.com and corporate credit cards
- Reconciliations – monthly bank reconciliations, monthly corporate credit card reconciliations, weekly CRM reconciliations, seasonal retail sales reconciliation
- Enter new grants and customer contracts into QuickBooks Online
- Add new grants and customer contracts to the timesheet and expense forms, and remove closed grants and customer contracts
- Produce Profit and Loss reports out of QuickBooks Online for all departments
- Support program staff with invoicing for grants that have robust expense reporting requirements; primarily grants from Maryland Department of Natural Resources
- File Maryland sales tax monthly
- Research and pursue increased efficiencies in finance management

- Assist with annual audit preparation
- Assist with annual budget preparation
- Complete other finance tasks as assigned by Director of Finance and Administration

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- 3-5 years of Bookkeeping experience, preferably in a non-profit setting
- Advanced proficiency with QuickBooks Online
- Proficiency with Microsoft Office suite applications
- Able to quickly adapt and act with a high level of professionalism and confidence
- Ability to work some weekends and evenings with a flexible planned schedule
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgment, with the ability to make timely and sound decisions.

### **Preferred experience:**

- Salesforce
- Tallie
- Bill.com

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.