



*Job Opening:*

**Bookkeeper for the Southeast Alaska Watershed Coalition**

**Job Title:** Bookkeeper

**Application Closing Date:** Open Until Filled. We want someone to start ASAP.

**Remuneration:** Salary depends on experience. Part time- hourly employee or as a contractor. The bookkeeper works “as needed,” generally one to two days during every two week pay period.

**Location:** 1107 W 8<sup>th</sup> St #4. Juneau, AK.

**Organizational Background:** The Southeast Alaska Watershed Coalition (SAWC) is a nonprofit organization that works to build the capacity of Southeast Alaska’s communities to carry out informed natural resource management and sustainable community development. We do a variety of stream and wetland restoration projects and we run an online farmers market. We are funded by grants and donations, which must be tracked closely. We work throughout the region through remote staff and contractors, with a main office in Juneau AK that houses 5 full time staff.

[WWW.alaskawatershedcoalition.org](http://WWW.alaskawatershedcoalition.org)

**Job description:**

- Payroll, State, and Federal employment tax payments and quarterly fillings.
- Accounts Receivable; invoicing & progress billing; tracking deposits and income.
- Accounts Payable;
- Coding and tracking expenses for grant management.
- Monthly account reconciliation
- Assistance with budget forecasting & quarterly financial reports, & cash flow projections;
- IRS 990 filing preparations.

**Required Skills:**

- Excellent QuickBooks skills
- MS Office, particularly Excel knowledge
- Previous experience in a bookkeeping capacity (minimum of 2 years)
- A basic understanding of technology, computers, and overall tech savviness.
- Able to multi-task, flexible, and welcomes a challenge.
- Willing to take on new tasks and responsibilities as needed.

Interested applicants can send a cover letter, resume, and references to Rob Cadmus at [rob@sawcak.org](mailto:rob@sawcak.org), 907-957-9818.