

Shy Wolf Sanctuary Education and Experience Center Inc.

Bookkeeper Job Description

Organization Summary

Shy Wolf Sanctuary is a home to captive bred wolves and other exotic animals. Animals come to us from shelters, private surrender, and seizure by authorities due to negligence. Our mission is to heal hearts and minds through Rescue, Sanctuary, and Education. We have an extensive outreach educational program in which we use the animals as ambassadors sharing the message of hope, kindness, and the impact we can have on the environment and the world around us.

Position Purpose

This position is responsible for performing a variety of bookkeeping and accounting duties.

Reports to

Executive Director

Major Functions

- Creates Chart of Accounts to transition current records in QuickBooks Online that match with the vision the BOD has for making accounting flow easier.
- Enters and approves payroll in an accurate and timely manner.
- Prepares QuickBooks invoices upon request.
- Ensures that all donations and expenditures are appropriately categorized
- Reconciles bank accounts and provides reports to administrative and finance directors each month for BOD meetings and grant applications.
- Keeps clear records.
- Proactively maintains highly organized filing system; files invoices, payroll paperwork, reimbursements, insurance information and other financial records (electronic & paper).
- May issue checks as needed.
- Assists in year-end tax form preparation as needed.
- Assists with the annual audit as primary in providing required documentation and information.

Skills Needed

- Advanced proficiency in QuickBooks Online a must.
- Additional proficiency in Windows and Macintosh operating systems and with Microsoft Office, Excel, Google Docs, and Adobe Acrobat.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Strong mathematical skills.
- Strong interpersonal skills.
- Acute attention to detail

Abilities Needed

- Honest, have good judgment, and the ability to make timely and sound decisions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.

Experience Needed

- Associate degree (AA/AS) or equivalent; three to five years' related experience; or equivalent combination of education and experience.
- Nonprofit experience a must.

Hours and Salary – 5 hours (min) to 20 hours (max) per week, Salary \$20-25 per hour – may vary during the year