POSITION
BOOKKEEPER

DETAILS
Part-time, hourly (approximately 10-15 hrs/week); non-exempt
$18-$20, Based on Experience

SUMMARY
Performs a range of accounting and financial duties to support the financial functions of the company.

WORK YOU WILL CONTRIBUTE (DUTIES/RESPONSIBILITIES)
✓ Accounts Payable
  o Enter & Track Vendors/track 1099
  o Enter, track & pay bills
  o Track contracts & installment payments, assure forms are complete prior to work starting
  o Process Employee expense reports & reimbursements
  o Categorize expenses with dept head receipts weekly
  o File
  o Cut checks weekly
  o Maintain AP email
✓ Accounts Receivable
  o Enter & Track Customers, Invoices & Receive Payments
  o Categorize & track payments
  o Manage collections JPA, Weddings, and outstanding invoices
  o Manage installment payments/contracts
  o Manage POS merchant payments, digital deposits and cash drawer transfers
  o Weekly cash deposits
✓ Banking
  o Download/reconcile/categorize bank transactions
  o Reconcile bank statements/close (monthly)
  o Monitor budget accounts and notify Executive Director and accounting of balances
  o Update bank feed
✓ Entering Transactions into QBO
  o Enter POS credit card transactions
  o Enter Stripe transactions
  o Enter WooCommerce transactions
✓ Other Items
  o Manage petty cash box
  o Prepare QBO reports as needed by managers
  o Meet with Optima to review and revise QuickBooks accounts
  o Point of Contact between Accounting and Garden staff
  o Enter PayPal transactions into QBO weekly
  o Scanning and matching receipts to credit card/debit card transactions

WHAT YOU BRING TO THE ORGANIZATION (EDUCATION & EXPERIENCE)
• Any combination of education, training, or experience that provides the required knowledge, skills, and abilities.
• Working knowledge of data collection, data analysis, evaluation, and scientific method.
• Strong organizational, problem-solving, and analytical skills
• Ability to manage priorities and workflow
• Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
• Acute attention to detail
• Proficient in Quickbooks, Excel, Outlook and Word
• Ability to deal effectively with a diversity of individuals at all organizational levels.

DESIRED SKILLS
• Analytical--Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
• Problem Solving--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
• Cost Consciousness--Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• Organizational Support--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
• Quantity--Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
WORKING CONDITIONS
Work may be performed in an office environment or field environment. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than 2 hours per day. No or very limited exposure to physical risk. Workplace is non-smoking and drug-free. Hours are flexible with a minimum of ten (10) regular in-office hours per week. Weekend and evening hours at events required on occasion.

SUPERVISION
Reports directly to the People and Culture Manager and the Executive Director/CEO

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABOUT THE WATER CONSERVATION GARDEN
The Water Conservation Garden, a nonprofit organization founded in 1999, is a 5-acre public garden whose mission is “promoting water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public.” The Garden serves over 50,000 visitors annually and offers educational tools via 16 display gardens and a full program of tours, classes, and events for children, adults, families, and landscape professionals, both on- and off-site. In 2007, the Garden won the Rain Bird Corporation’s international award for leadership in water conservation; in 2009, Sunset Magazine listed the Garden as one of the “Top Ten Western Gardens.”

EMPLOYMENT AT THE WATER CONSERVATION GARDEN
It is the policy of Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any other status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires the Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee’s reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.

Applicants should send resume and cover letter to julianam@thegarden.org