



## **Job Announcement: Bookkeeper & Database Manager**

### **About the Organization**

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and waters of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

**Supervisor:** Todd Hanley, Operations & Development Manager

**Start Date:** Dec 2024

**Location:** Tucson, AZ, at WMG's Living Lab and Learning Center

**Hours:** Full time position with benefits, 30+ hours/week, during business hours, Monday – Friday.

**Pay:** \$22 - \$25/hr

**Full Time Benefits:** Simple IRA matching retirement fund, health care coverage, paid vacation and sick leave, and alternative transportation benefits

### **Job Description**

The Bookkeeper creates and maintains WMG's financial records as well as manages WMG's customer relationships management database (CiviCRM) for accuracy and report production. They will be part of the administrative and human resources team, working alongside the Executive Director and Operations & Development Manager.

### **Routine Duties & Responsibilities**

#### Financial

- Implement Non-Profit and GAAP (Generally Accepted Accounting Principles) best practices
- Reconciliations of all accounts
- Day-to-day data entry and management of all financial transactions

- Maintain appropriate Accounts Payables (A/P) based on vendor terms and conditions
- Manage all Accounts Receivable (A/R) ensuring timely revenue, including collections
- Work with managers on monthly financial reporting
- Support annual external reviews and audits, working with CPA
- Manage and execute payroll through QuickBooks Online
- Ensure compliance and tracking of all Federal and State employment taxes and filings
- Manage medical/dental/vision insurances and annual open enrollment

#### Database and Human Resources

- Maintain office file organization and tracking for all HR and finance documentation
- Assist in renewing and updating Liability Insurance
- Manage and update database of donors, volunteers, businesses, and partners
- Assist with annual fundraising campaigns, including donors lists and thank you notes
- Assist with new hire paperwork, payroll and email setup, insurance enrollment, among other onboarding needs.
- Maintaining Dept of Labor Fair Labor Standards documentation (FMLA, COBRA, Unemployment)
- Ensure accurate and timely W2 and 1099 filing and documentation

#### **Job Requirements**

- Interest and support of WMG's mission and vision
- Minimum 2 year experience in financial bookkeeping
- Minimum 2 year of experience database management
- Strong communication and organization skills, including verbal and written communication
- Ability to work well in a team setting, and coordinate other team members to accomplish projects together
- Punctuality, excellent organizational skills, and attention to detail
- Ability to prioritize and manage multiple tasks simultaneously, and the flexibility to adjust to changing priorities and workflow
- Commitment to diversity, equity, and inclusion initiatives
- Cell phone that can be used to make and receive work calls
- Proficiency in MS Office (Word, Excel, and Powerpoint), GoogleDocs
- Proficiency in Quickbooks Online
- Experience using/managing a customer relations management database

#### **Preferred Experience**

- 1+ years of experience in Human Resources
- Experience and proficiency with CiviCRM and Drupal
- Experience and proficiency with Asana
- College degree or certifications in business administration, finance, accounting
- Experience handling grant billing and management

**Application**

Applicants must provide:

- a 1 page cover letter (statement of interest), including a brief statement of your philosophy and commitment to community conservation and DEI work
- a 1-2 page resume or list of previous work experience
- phone and email contact for 3 references (at least two professional)

Send to:

Todd Hanley: [thanley@watershedmg.org](mailto:thanley@watershedmg.org)