

Bookkeeper/Accountant for Small Nonprofit Organization in the Mountain View-Los Altos Area

Friends of Deer Hollow Farm, a 501(c)(3) all-volunteer organization supporting Deer Hollow Farm, is looking for an individual to do a combination of bookkeeping and light accounting work as a contractor. The individual would work from home with approximately 24 hours a month expected, (final determination based upon skill set and duties assigned). It would include travel to PO Box & Bank in Mountain View and to Deer Hollow Farm in Rancho San Antonio Open Space Preserve. Position reports to Treasurer of Friends of Deer Hollow Board and would be overseen by volunteer advisor.

Experience/Skill Set Required:

- 1-2 years bookkeeping/accounting for small organization
- Ability to work independently and remotely
- Organized, detail-oriented and timely
- Comfortable with taking initiative and presenting to Board
- Strong follow-through to completion skills
- Familiarity with basic internal control procedures
- QuickBooks accounting software
- Monthly cut-off and close including investment transactions
- Report preparation
- Budgeting

Experience/Skill Set Plus:

- Nonprofit (fund) accounting with restricted funds
- Federal & state tax reporting for nonprofits (Form 990)

Expected Duties:

- Collect donations from PO & Farm; scan/ photo all, upload to Google drive and deposit.
- Download donations from PayPal and other donation sites.
- Invoice any grants under service agreements
- Prepare tax receipt letters to donors
- Handle proceeds from fund-raising events
- Prepare payments of invoices, expense reports, grant disbursements after approval of appropriate board member or board resolution.
- Record all organization activities in QuickBooks within appropriate fund (class)
- Close books and prepare reports monthly within set time frame. Additional reports required for Board meetings and for management purposes.
- Compile budget data prepared by committee chairs to summary budget & enter approved budget into QuickBooks
- Prior to June 30, reconcile payments received & due major grantee, City of Mountain View
- Close fiscal year and file sales tax and assist with federal/state tax filings
- Prepare documents for annual review within 45 days year-end
- Attend 3 board meetings/year; January, May and September and any finance meetings and serve as reminder to Board members on financial matters

Send resume and references to Carla Dorow at carla@deerhollowfarmfriends.org