



**Job Title:** Part Time Bookkeeper

**Location:** Park City, UT

**Reports to:** Executive Director

**Position Description:**

Recycle Utah is seeking an experienced non-profit bookkeeper for 4-5 hours per week. Duties include recording deposits, reconciling bank accounts, running payroll, making journal entries, preparing monthly reports for the Executive Director and the Board Treasurer, and serving as a resource and thought partner in financial matters to the Executive Director. The Park City Conservation Association dba Recycle Utah is a 501(c)3 nonprofit and has been a leader in Utah's Recycling Industry since 1991.

**Major Areas of Responsibility:**

- Recording of deposits in QuickBooks Online (weekly)
- Recording of credit card deposits and other income (monthly, or more frequently)
- Recording of debit card charges (monthly)
- Reconciling bank accounts (monthly)
- Work with Executive Director on paying invoices (weekly)
- Maintain payroll system and run payroll (biweekly) on Wednesdays
- Assist Executive Director with budget

**Specific Responsibilities:**

*Quickbooks*

- Payroll Journal Entries (as needed)
- Depreciation calculations and journal entry
- Adjusting Journal Entries (as necessary)
- Assist Executive Director with other QuickBooks functions (as necessary)

*Reporting*

- Work with the auditor on annual compilation and 990
- Reports to Executive Director and Board Treasurer (monthly)
- Assist with other financial reports, liability and payroll audits, grant reports, etc. as necessary

**Required Knowledge, Skills, and Abilities:**

- Above average skills in working with diverse populations
- Excellent oral communications skills
- 2+ years experience with QuickBooks

**Education and Experience:**

- Degree or equivalent experience: none required
- 2 – 3 years experience in bookkeeping plus knowledge of nonprofit accounting
- Knowledge of Spanish is helpful, though not necessary

The ideal candidate will have a high level of experience in both non-profit bookkeeping and higher level accounting functions, and have a commitment to sustainability and the mission of

Recycle Utah: to engage the community in practicing resource conservation through recycling services, education, outreach and advocacy.

**Work Environment:**

Some work may be done remotely. Working hours are flexible.

**Compensation:**

\$30 -\$40 per hour, depending on qualifications

**How to Apply:**

Send a resume and letter of interest detailing your qualifications to Carolyn Wawra, Recycle Utah Executive Director at [director@recycleutah.org](mailto:director@recycleutah.org)