

## **Bookkeeper**

### **Summary of Position:**

Colorado Open Lands, a leader in the land trust industry, is hiring a part-time Bookkeeper to help further its mission of protecting the lands and waters of Colorado. The ideal candidate is tech-savvy and has experience managing different finance & accounting applications such as QuickBooks Online, Bill.com, Divvy Spend & Expense, and Gusto (or similar platforms). The Bookkeeper reports to the Director of Finance and is critical to ensuring the financial integrity of the organization. Reliability, responsiveness, confidentiality, good judgment, and accuracy are essential for this position, which is based in Lakewood, Colorado.

### **Primary Responsibilities:**

- Update, maintain, and manage the general ledger
- Manage data feeds into QuickBooks through various platforms such as Gusto, Bill.com, banking institutions, and the donor database
- Manage weekly accounts payable through Bill.com
- Assist Director of Finance with vendor compliance (contracts, insurance, form W-9)
- Prepare weekly deposit slips and reconcile to donor database records
- Prepare customer invoices and assist Director of Finance with monitoring accounts receivable
- Maintain accurate, complete, and consistent records of financial transactions
- Record journal entries as needed
- Reconcile bank, credit card, investment, and other accounts as needed
- Maintain supporting schedules as needed
- Allocate expenses such as wages, benefits, and rent
- Maintain an orderly chart of accounts and class list
- Make semi-monthly online 401K and HSA contributions
- Assist Director of Finance with annual audit
- Other administrative tasks as needed

### **Minimum Qualifications:**

- 3 years of non-profit bookkeeping experience
- Solid experience working with QuickBooks (QBO ideal)
- Basic accounting knowledge
- High attention to detail, accuracy, and consistency

### **Preferred Qualifications:**

- Experience working with a modern tech stack and managing data feeds
- Experience maintaining a paperless record keeping system
- A commitment to land conservation

**Compensation and Benefits:**

- This position is part-time (15-20 hours/week).
- For the right candidate, the position could be expanded to 20 or more hours with additional responsibilities.
- The pay rate is \$23-\$30/hour, commensurate with skills and experience.
- Colorado Open Lands offers a competitive compensation package, including paid time off (sick leave, vacation, and holidays), 401(k) plan with match, life & disability insurance (at 20 hours/week), and a collaborative, flexible work environment.

**Application Instructions:**

- Please send a résumé and cover letter to Jon Lantz, Director of Finance, at [jobs@coloradoopenlands.org](mailto:jobs@coloradoopenlands.org).

**EEO Statement:**

- Colorado Open Lands provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics or other protected status. For information about Colorado Open Lands, please visit our website at [www.coloradoopenlands.org](http://www.coloradoopenlands.org).