The Northern Forest Center (the Center), founded in 1997, is an entrepreneurial nonprofit organization with a mission to create bold possibilities that give rise to vibrant Northern Forest communities. The Center is a regional innovation and investment partner creating rural vibrancy by connecting people and economy to the forested landscape across Maine, New Hampshire, Vermont and New York. Our programs advance innovative strategies in community revitalization, the forest economy and regional strategy. Please see our website, www.northernforest.org, for more information about our work.

The Center seeks a Bookkeeper to join the Finance team. This position is based in our Concord, NH office but will begin remotely with limited office visits until further notice.

Title: Bookkeeper
Reports to: Director of Finance
Supervises: No supervisory responsibilities
Job type: Part-time, 15 hours/week

Responsibilities
Working closely with and supporting the Director of Finance and Director of Operations, the Bookkeeper will be responsible for various bookkeeping and financial support tasks. Specific duties include but are not limited to:

1. **Banking**
   - Record deposits and file deposit paperwork
   - Reconcile bank accounts

2. **Accounts Receivable (including pledges and grants receivable)**
   - Prepare invoices as requested by program managers
   - Post pledges as directed by Director of Development
   - Post payments against receivables
   - Follow up on outstanding receivables

3. **Accounts Payable**
   - Prepare and process accounts payable checks
   - Prepare credit card reports for program staff and reconcile with credit card statement
   - Monitor accounts to ensure payments are up to date
   - Resolve invoice discrepancies
   - Maintain vendor information in accounting software and Center files

4. **General Ledger**
   - Prepare and post journal entries
   - Produce monthly financial reports for review by management
   - Assist Director of Finance with producing monthly reports for Board and Finance Committee
   - Post annual budget into general ledger

5. **Grant Reporting**
   - Produce expense documentation for quarterly grant reports
   - Review travel log and prepare documentation for grant related travel expenses
   - Assign expenses to appropriate grants as directed

6. **Payroll**
   - File timesheets online and in Center files
   - Prepare timesheet templates each pay period
7. **Taxes/Audit**
   - Assist with preparation of 1099 MISC, 1099 NEC, and 1099 INT
   - Assist Director of Finance with various audit tasks
   - Assist Director of Finance with preparation and review of 990s

8. **Other Duties as assigned**

**Qualifications:**
- Prior bookkeeping and/or finance experience required.
- Knowledge of the following preferred but not required:
  - Non-profit financial accounting practices.
  - Familiarity with Quickbooks.
  - Proficiency with Microsoft Office Suite, Adobe Acrobat Pro.

**Compensation**
The Bookkeeper is a part-time position (15 hours) with an hourly range of $15-18 commensurate with experience.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**
Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “Bookkeeper Application.” No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualifications, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.