

# Contract Nonprofit Bookkeeper

## Overview

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Sightline Institute seeks a contract nonprofit bookkeeper to handle AR, AP, payroll, bank reconciliations, and other duties. The position requires basic knowledge of and experience with nonprofit GAAP accounting, in-house payroll processing, QuickBooks, and Excel.

The bookkeeper will work for an estimated 3-6 hours every week at Sightline's office in downtown Seattle using her/his own equipment and software. While the exact schedule is flexible, we expect the contractor to maintain a regular and defined schedule, with availability to meet with Sightline's part-time finance manager, as needed.

## Responsibilities

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- Record, prepare, and distribute payments to vendors on a weekly basis
- Enter credit card charges in QuickBooks
- Enter bank and online deposits and in-kind donations in QuickBooks
- Review bank and investment activity and transfer funds as necessary
- Manage all aspects of monthly payroll, including entry of information in QuickBooks; calculation of paychecks; preparation of direct deposit; payment of federal, Washington, and Oregon payroll taxes; payment of health and dental insurance, and employee reimbursements under Sightline's flexible spending accounts
- Reconcile bank and investment accounts
- Reconcile and pay staff credit cards
- Reconcile contribution records with data from development staff
- Download investment reports
- Follow-up on outstanding AR balances
- Prepare, file, and pay quarterly payroll taxes and reports
- Calculate and post adjusting entries for sabbatical leave and depreciation
- Run and distribute budget-to-actual reports by program
- Reconcile and replenish petty cash
- Reconcile donations receivable with data from development staff
- Prepare and file W-2s and 1099-MISCs
- Prepare audit confirmations for bank accounts and contributions
- Enter annual budget in QuickBooks
- Update workplace posters
- Ensure that financial records and files are in good order. Archive and shred files annually.

## Qualifications

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- 2+ years of relevant experience, with knowledge of nonprofit bookkeeping, including payroll and payroll taxes (federal, Washington, Oregon)
- Solid working knowledge of QuickBooks Premier for Windows desktop and Excel
- Outstanding integrity
- Extremely high attention to detail

## About Sightline

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Sightline is a nonprofit research and communications center—a think tank—with a mission to make the Northwest a global model of sustainability—strong communities, a green economy, and a healthy environment. The organization has a staff of 15, in Seattle and Portland, with an annual budget of \$1.8 million, supported primarily by restricted and unrestricted grants and donations. Sightline is exceptionally well-managed, with a sophisticated budget and an active finance and audit committee of the board. We pride ourselves on having extremely accurate financial information that is utilized by staff, board, and funders to ensure the organization’s success.

The organization’s values of community, responsibility, fairness, and opportunity are embodied in our office. Our cheerful, flexible staff work together exceptionally well in a very quiet yet congenial and supportive atmosphere.

Sightline is committed to diversity, equity, and inclusion. We continually strive to ensure that our programs, audiences, staff, board, and contractors reflect the racial, ethnic, socio-economic, and other demographic diversity of the Northwest.

## Compensation

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Compensation is negotiable but is expected to be \$24-32 per hour. Monthly rates will be considered.

## To Apply

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To apply for the position, send a proposal, in a PDF file, addressing your qualifications to Riley Kent, office administrator, at [office@sightline.org](mailto:office@sightline.org). Please let us know how you heard about the position.

If you have questions about the position, ask Pam MacRae, finance manager, at [pam@sightline.org](mailto:pam@sightline.org).