Job Announcement – Bookkeeper / Accountant

Commonweal was founded in 1976. In the last 45 years Commonweal has evolved into a multi-faceted community with over 35 programs in health and healing, environment and justice, arts and education. Commonweal is a community that is founded in providing a home and support for visionary program directors to do the work they are called to do in the world. Today, the calling is louder than ever, as we face a pandemic and a social justice crisis, with more environmental and social challenges approaching. Commonweal is being called to re-vision into an unclear future. In that future we know that healing, justice, and resilience will be our guiding principles that weave through our programs. Commonweal is situated in Pt Reyes National Seashore in the town of Bolinas on the cliffs over the Pacific Ocean.

Commonweal’s program work is expanding, and we are hiring a new Bookkeeper or Accountant for the increased work. The new person will work closely with Commonweal’s accounting staff of 5 people, administrative team, and program staff. This position is full-time, and the salary for this position depends on experience, and the range is $52,000 annually ($25 per hour) to $62,400 ($30 per hour). Because the accounting work is paper based, at least 2 days need to be worked on site in Bolinas for the first 6 months after which 1 day a week can be considered. Remote work is optional for the remainder. Below is a full job description.

Please send your resume and cover email to jobs@commonweal.org. Applications will be accepted until the position is filled, and the tentative start date is asap.

Commonweal is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, citizenship, disability, veteran status, gender identity, sexual orientation, genetic information or any other characteristic protected by federal, state or local law.
Job Description – Bookkeeper / Accountant

General Information
Title: Bookkeeper or Accountant
Organization: Commonweal – a health and environment research nonprofit
Job Location: Main Office, Bolinas, California (some remote work possible)
Wages: DOE
Hours: 40 hours per week or 100% FTE
Classification: Non-exempt, and regular full-time
Experience: 2-5 years relevant experience preferred
Education: Bachelors degree preferred
Preparation Date: July 5, 2022

Overall Responsibilities
This will be the 6th person working in accounting, and duties will change to accommodate experience. Duties can include: nonprofit accounting; posting bills and credit card payments; invoicing; posting earned income from contracts and workshops; and internal reporting. This work will be done for multiple Commonweal programs. Depending on experience, duties can change. Other accounting projects may be added as needed and as capacity or experience allows.

The responsibilities and tasks are expected to evolve.

Tasks
- Pay bills
  - Obtain approvals, post bills in QuickBooks, cut checks, obtain W-9s, W-8BEN, or W-8BEN-Es as needed
- Post income
  - Gather information from Stripe, credit card processor, and Salesforce, CRM, post income in QuickBooks
  - Some income is imported into QuickBooks using Zed
- Post credit card charges
  - Gather receipts from program staff and post
  - Credit card charges are imported in QuickBooks using Zed
- Create contracts for independent contractors and earned revenue
- Create wire, PayPal and other electronic payments
- DOE – Process W-2s, 1099s, 1042-S
- Create internal financials reports on a monthly, quarterly, and ad hoc basis
- Other accounting projects may be added as needed and as capacity / experience allows
**Required Skills**

- Solid knowledge of typical office equipment, personal computers, networked environments, Windows, Microsoft Office Suite especially Word and Excel, GSuite especially Drive, Docs, and Sheets, accounting, mathematics, and English
- Attention to detail and accuracy
- Ability to plan and organize with a strong ability to multi-task
- Strong communication skills
- Problem identification, ability to analyze, confidence to ask questions or make recommendations
- Team player with the ability to build cooperative working relationships
- Ability to work with multiple deadlines with frequent interruptions

**Preferred Skills / Knowledge**

- Strong commitment to helping programs impact the world for the better
- Databases, e.g. QuickBooks, and CRMs, e.g. Salesforce
- Nonprofit accounting experience, Generally Accepted Accounting Principles (GAAP), working with auditors on audits and tax returns
- Federal grant reporting and systems including federal indirect rate
- Zoom, Twist, DocuSign, and Zed
- 1099s and W-2s
- International income and expenses, including W-8 BEN, W-8 BEN-E, and 1042-S would be helpful
- Experience in business registrations and reporting in other states would be helpful
- PayPal and Stripe
- Grant proposal and reporting

**Supervisory Responsibilities**

None

**Physical Demands**

All physical requirements typical for an office environment, including walking up to third floor offices.

**Work Environment**

The work space, located in coastal West Marin, is usually cool.

**Benefits** (depends on regularly scheduled number of hours per week)

- Available to all staff:
  - Sick Leave & Self-Funded 403(b) Plan
    - Available to staff not classified as Temporary or Limited Term:
  - Holidays & Vacation
    - Available to staff not classified as Temporary or Limited Term at 50% FTE (average 20 hours/week):
  - Employer-Funded 403(b) Retirement Plan
• Available to staff not classified as Temporary or Limited Term at 75% FTE (average 30 hours/week):
• Health, Dental, Vision, Life, & Long-Term Disability Insurance