

**TITLE:** Bookkeeper

**EMPLOYMENT TYPE:** Part time: 20-29 hours per week

**LOCALITY:**

- Brooklyn, NY
- Remote

**DEPARTMENT:** Administration & Finance

**SUPERVISING MANAGER:**

- Operations Manager

**DIRECT REPORTS:**

- Operations Manager
  - Grant Accountant
  - Executive Director
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Organizational overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities--including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Position overview

The Bookkeeper role is essential to the growth of the operations team, the maintenance of the organization's fiscal health, and ensuring the success of RFUS's mission. The ideal candidate is an experienced financial professional who is invested in ethical and accurate budgetary management. The Bookkeeper will assist the Operations Manager and the Grant Accountant in maintaining RFUS's fiscal health by keeping accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.

Intention of role and primary responsibilities

Under the direction of the Operations Manager, the part-time Bookkeeper is responsible for performing the following responsibilities:

- Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to A/P, A/R, payroll, journal entries, and bank reconciliation
- Prepare Journal Entries for prepaid expense, deferred revenue, and payroll cash accounts
- Balance general ledger by preparing a trial balance; reconciling entries

- Process and pay all payment requests weekly
- Prepare and distribute monthly credit card reports to staff
- Prepare financial reports
- Maintaining historical records in RFUS's server and archives
- Assisting the Operations Manager in ensuring RFUS's staff is adhering to RFUS's policies and procedures and grant requirements to ensure the integrity of all financial systems
- Assist in coordinating with outside CPA and Auditors in preparation of year-end audit
- Support the development of annual organization budget
- Conduct all work under the guidance of the accounting procedures and policies, and systems of internal controls to ensure the integrity of all financial systems

#### Minimum qualifications

- Two years of relevant bookkeeping or equivalent professional experience preferred
- Accounting certifications are a plus
- Experience instead of degree will be considered

#### Knowledge, skills, and abilities

- A strong advocate for environmental conservation and the rights of BIPOC peoples (**B**lack, **I**ndigenous, **P**eople of **C**olor)
- Understanding of and commitment to advancing RFUS's mission and work
- Demonstrated experience in keeping books and accounting for a non-profit organization
- Advanced proficiency in QuickBooks Online
- Additional proficiencies in Microsoft Excel and database management
- A high degree of personal integrity and discretion in handling sensitive financial information
- Highly organized and self-motivated worker who can prioritize tasks and manage multiple projects at once
- Knowledge of Spanish and Portuguese is a plus

#### Time and location

This is a part-time, exempt remote position with optional travel to RFUS's Brooklyn office. The expected work schedule for this position is between 20-29 hours a week. Employees are expected to work during core business hours of 9:00 AM EST - 5:00 PM EST, Monday-Friday.

#### Compensation

Compensation for this role is at the hourly rate of \$27/hour.

#### Benefits

Paid vacation and sick leave.

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#### How to apply

Candidates should submit PDF versions of their 1. Resume and 2. Cover Letter to the posting listed on [Idealist](#) or [Diversity.com](#).

Applications are reviewed on a rolling basis.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and Rainforest Foundation US shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.