

KIDS RANCH – BOOKKEEPER



Pay Rate

\$17.00 per hour
No benefits or paid time off

Schedule

Flexible schedule, working remotely
130 hours per year, average 2.5 hours per week

Reports to

Executive Director

Duties

- Use Quickbooks Pro Online to document all financial transactions (Kids Ranch will provide a laptop and printer)
- Pay invoices and make deposits
- Run biweekly payroll for staff
- Pay federal and state withholding taxes on a timely basis
- Prepare monthly financial reports for the board
- Prepare quarterly 941 reports, annual payroll reports (W-2, W-3, and WT-7) and other reports when requested by the Executive Director (Worker's Compensation audit, etc.)
- File Non-Stock Corporation and Charitable Organization reports and pay required fees
- Provide financial information to accounting firm for preparation of Tax Form 990 when requested by Executive Director
- Assist with budget preparation when requested by Executive Director
- Attend Board of Directors meetings as requested

Skills Required

- Adequate knowledge of bookkeeping and requirements for a nonprofit organization
- Experience with Quickbooks Pro Online and Quickbooks Payroll Module
- Excellent organizational skills to deal with paperwork and archived records
- Ability to provide a secure place for a Kids Ranch-owned laptop and printer
- Background check required

Revised October 2022