

**Location: Santa Fe, NM**

**Start date: November 1, 2016**

**Application deadline: September 30, 2016**

WildEarth Guardians is seeking an enthusiastic, detail-oriented individual who is passionate about our mission to be our **Bookkeeper / Executive Assistant**. This position will assist with a wide variety of financial and administrative operations, extensive knowledge and experience with QuickBooks is required. WildEarth Guardians is an equal opportunity employer and offers a competitive salary with a generous benefit packet.

Responsibilities include, but are not limited to:

Bookkeeping Responsibilities:

- Maintaining State Applications for Charitable Exemptions in all states
- Assist with preparing and maintaining documents for job cost project billings
- General bookkeeping
- Entering donor contributions and vendor invoices into QuickBooks
- Preparing and disbursing payments to vendors
- Assist Financial Director with monthly preparation of bank reconciliations, financial statements and cost reports as needed
- Verify and maintain credit card receipts
- Assist with preparation of Board Packets
- Work with Financial Director to prepare information for annual audit, Form 990 and 1099's

Administrative Responsibilities:

- Sort & distribute all daily incoming mail
- Answer phones and respond to website/email requests for information
- Data Base Support using Razors Edge
- Assist with mailings and special projects
- Coordinate volunteers
- Ensure office equipment is functioning properly
- Maintain sufficient supplies to support the office needs
- Solicit donations for events
- Event preparation and support
- Quick turn around on requests and project from Executive Director

The ideal candidate will demonstrate the following:

- At least 5 years bookkeeping/administrative experience – Non Profit experience a plus
- At least 5 years QuickBooks experience
- Proficiency in Microsoft Office (Word and Excel), PowerPoint, and Google Docs
- Razors Edge experience a plus
- Excellent organizational skills and attention to detail
- Ability to meet deadlines while multi-tasking
- Self-directed and can prioritize
- Learns well by doing
- Love for nature and volunteering
- Positive “Can Do” attitude and personality

**WorkKeys and Provelt assessments are required to pre-qualify for this position.**

The New Mexico Department of Workforce Solutions is offering the WorkKeys® skill assessments to New Mexico job seekers at no charge. Call in advance at 505-827- 7434 to schedule your assessments. **Please reference Job Order Number 396589.**

All interested job seekers must first be registered with their local workforce connection at [www.jobs.state.nm.us](http://www.jobs.state.nm.us) to have access to assessments.