



JOB ANNOUNCEMENT
Contract Bookkeeper
Reports To: Executive Director

Position Summary: Earth Ministry/Washington Interfaith Power & Light (WAIPL) is seeking a Contract Bookkeeper to provide professional bookkeeping and accounting services. Qualified candidates must have knowledge and experience with nonprofit organization bookkeeping. We are seeking an experienced Bookkeeper to join our Team. **This contract position has flexible scheduling, and a remote work arrangement will be considered.** The Bookkeeper will be responsible for accurately recording all financial transactions of the organization, ensuring compliance with accounting principles, nonprofit tax compliance, payroll, and providing crucial support in financial reporting and budgeting.

Position Benefits:

- Compensation \$10,000-12,000/annually.
- This is a one-year contracted position with an option to renew in consultation with the Executive Director.
- Flexible work hours. Designated meeting times to review financials will be set in consultation with the Executive Director.
- Remote working conditions may be considered based on the candidate's needs and desired working location. A shared physical office space is available as well.

Position Duties and Responsibilities:

Budgeting, Accounts Payable, Accounts Receivable

- Reconcile bank statements and maintain general ledger accounts.
- Process donations and grant receivables and report donations to development staff and ED.
- Process any expenditures not set up on autopay.
- Process approved check requests.
- Monitor/Maintain Fidelity account and facilitate the sale of stock, as needed.
- Assist with budget preparation and monitoring.
- Collaborate with the finance team to improve financial procedures and efficiencies.

Payroll

- Review monthly payroll summaries and prepare payroll journal entries.
- Enter bi-monthly payroll information into the payroll system, including each employee's payroll deduction amounts (retirement savings plan and health insurance for additional family members).
- Enter employee data changes into the payroll system.
- Maintain each employee's various jobs and pay rates.
- Maintain employees exempt/non-exempt from overtime pay rules.
- Maintain timesheet files.
- Maintain date-sensitive information (benefit eligibility, retirement contributions, payroll deductions).
- Track Employee vacation accrual and notify if exceeding benefit maximum.

Reporting

- Prepare accurate financial reports and statements and submit them to the Executive Director and Board Treasurer monthly.
- Prepare Monthly, Quarterly and annual reports for the Executive Director and Board, when requested.

Taxes/Compliance

- Maintain financial records in compliance with organizational policies and procedures.
- Prepare quarterly and yearly tax reports (990 and 941).
- Prepare annual payroll tax filings.

Qualifications

We invite all interested candidates and especially welcome candidates under-represented in the environmental movement who are willing to learn and grow with the organization. We seek to screen-in applicants, rather than screen out, for this position and encourage application from all interested candidates.

Earth Ministry/WAIPL is seeking a someone who has:

- 3-5 years' experience in financial management for a non-profit with grant and government funding
- Knowledge of GAAP, and General Ledger structure and activity
- Ability to be a self-starter and problem solver with ability to work down to transactional levels as well as manage up with solutions or recommendations
- Must have a breadth of knowledge including AP, AR, inventory, fixed assets, and tax with strong understanding of best practices
- Ability to prioritize and handle multiple assignments at any given time while maintaining commitment to deadlines.
- Knowledge and proficiency in Office 365, including Excel.
- Knowledge and experience using QuickBooks and Gusto strongly preferred. Some knowledge of CRM databases, Bonterra, is preferred as well.
- Demonstrate a commitment to working with a team as well as working independently; ability to navigate conflict constructively.
- Ability to learn Washington State tax codes.
- Completed background check.

How to apply: Send a cover letter and resume to Executive Director Rev. AC Churchill (they/them) at ac@earthministry.org. **Please put "Contract Bookkeeper" in the subject line.** In your cover letter, please speak to how your lived experience resonates with the above qualifications and share why you would like to work with Earth Ministry/WAIPL. All applicants will receive an email acknowledgement. No phone calls please.

This process seeks to be as transparent as possible. The position will remain open until filled. For each round of interviews, candidates will receive interview questions to prepare. References will be requested for finalists.

Hiring Statement

Earth Ministry/Washington Interfaith Power & Light is committed to becoming a fully multifaith organization that actively integrates anti-racism principles of justice, equity, diversity, and inclusion. We believe that relationships must be centered in justice and equity within the human family, as well as reciprocity and mutuality with all of the natural world. We must strive together toward this sacred goal.

Earth Ministry/WAIPPL forges authentic relationships, fosters vibrant communities, and strives to be welcoming of all. We respect theological and cultural diversity and are inclusive of people of any religion, age, race, gender identity, sexual orientation, ability, and socio-economic background. We are approaching this hiring process through the lens of our [Justice, Equity, Diversity, and Inclusion Statement](#) and its accompanying commitments.

About Earth Ministry/Washington Interfaith Power & Light (WAIPPL)

Earth Ministry/WAIPPL works within the unceded territories of Northwest Native nations across Washington State. Our office is on the traditional land of the first people of Seattle, the Duwamish People past and present. We are committed to land acknowledgement as one way to counter erasure of Indigenous histories as well as to honor Native Nations and the land itself.

Earth Ministry/WAIPPL envisions a just and sustainable future in which people of all spiritual traditions and conscience-led movements fully embrace their faith/spirituality/values' call to environmental stewardship. We organize people of faith and conscience to advocate for strong environmental policies and provide strategic guidance to faith-rooted and conscience-led communities working toward environmental justice. As a multifaith organization, Earth Ministry/WAIPPL is part of the [national Interfaith Power & Light network](#) active in nearly 40 states around the country.

For 30+ years, Earth Ministry/WAIPPL has been a national leader in engaging the faith-rooted and conscience-led community in environmental stewardship and advocacy. Our Greening Congregations program was the first in the country to help houses of worship implement sustainable practices, and our Colleague Connections program brings together passionate activists to collaborate on actions and events. Earth Ministry/WAIPPL's Faithful Advocacy program continues to be on the cutting edge of empowering clergy and lay leaders to speak out on public policy issues and successfully enact systemic change.

Earth Ministry/WAIPPL recognizes that environmental, racial, and social justice are deeply intertwined, and that the faith-rooted and conscience-led movement is strongest when all people are able to bring their unique strengths and diverse experiences to the table. We work in coalition with religious, tribal, environmental, communities of color, labor, business, and health partners and understand the intersectionality of our shared efforts. Our campaigns follow the leadership of frontline communities, and we also encourage historically white congregations to exercise their privilege responsibly. Together, we strive to co-create "the beloved community" as described by Rev. Dr. Martin Luther King, Jr.