



The Chocorua Lake Conservancy is a land trust formed in 1968 to protect the natural beauty of the Chocorua Lake Basin and provide convenient, attractive and free public lake access for present and future visitors.

Job Opening: Bookkeeper/ Administrator

Chocorua Lake Conservancy (Chocorua, NH) seeks a part-time qualified contract bookkeeper for 15-20 hours monthly who will provide a professional and timely approach to financial record keeping and other administrative services. It is expected that most of the work can be done remotely.

Background

Chocorua Lake Conservancy (www.chocorualake.org) is a nonprofit land trust with an Executive Director, a Stewardship Director, a part-time Outreach & Programming Director, and a seasonal Lake Patrol Officer. The annual budget for 2023 currently stands at \$327K. The organization uses QuickBooks to manage financial records and reporting. CLC has approximately \$130K in operating reserves and \$2.2 million in long-term investments. CLC's office is in Chocorua Village.

The organization's current Treasurer has been serving as bookkeeper for many years but is departing the board in August 2023 due to term limits. He is available to work with the incoming bookkeeper to transition all responsibilities on a mutually agreed schedule.

Job Summary

This position will report to the Executive Director. The responsibilities include recording all financial transactions, entering donations, depositing checks, paying bills, maintaining organized files, reconciling bank accounts, monitoring cash flow, and updating a general ledger.

Responsibilities

- Visit CLC office as needed to retrieve donations, bills, and other relevant mail.
- Compile and enter deposits as received (cash, checks, online payments, or other means) into a cloud CRM database. Online donations received via Stripe are automatically registered in Salesforce.
- Deposit checks and any cash received at Northway Bank on a regular basis.
- Enter approved invoices to be paid and cut checks as necessary.
- Enter payments paid by ED by cash, check, debit card, or any other means.
- Make corresponding journal entries for all deposits and payments (check, bank debit, credit card, cash) into the QuickBooks Online.
- Manage payroll via PayChex for two FT salaried employees, one PT hourly employee, one seasonal PT employee.
- Reconcile all checking, investment, and online payment accounts on a regular basis.

- Prepare month-end, quarterly and year-end financial reports for the ED and Treasurer.
- Manage correspondence and payments with CLC's insurance provider.
- Assist with preparation of grant reports as requested.
- Maintain organized electronic and paper files for further research, reconciliation, financial review and/or audit.
- Manage annual Payment In Lieu of Taxes filings with the Town of Tamworth.
- Manage preparation and filing of Annual Report with Charitable Trusts Unit of NH Attorney General's Office.
- Assist with preparation of Form 990.
- Assist ED in drafting next year's annual budget to be presented to the Finance Committee and Board of Directors and enter approved annual budget items into QuickBooks Online.
- Prepare materials for any annual financial review.
- As requested, attend meetings of the Finance Committee and/or Board of Directors.

Qualifications

- Bachelor's degree or higher, in the field of business, accounting or economics, or qualified certification (thru the American Institute of Professional Bookkeepers).
- 3-4 years bookkeeping experience.

Skills & Attributes

- Friendly, highly organized with strong verbal and written communications.
- Proficient understanding of accounting principles and best practices.
- Expertise in QuickBooks and the Microsoft Office suite.
- Establishing accounts, and understanding the CLC accounting classifications,
- Developing standards and following organization financial management policies.
- Data entry.
- Confidentiality.
- Efficient with attention to detail and meeting timely reporting deadlines.

Compensation

- Hourly compensation will be between \$30.00 and \$35.00 based on experience and qualifications.

Other

- Comfortable working in small organization environment.
- Flexible to work remotely and be able to work on-site in the office weekly or bi-weekly to complete all duties.

To Apply

Please send a letter of interest, resume, and any questions you may have to Alex Moot, CLC Executive Director, amoot@chocorualake.org by June 10, 2023.

Equity, Inclusion & Collaboration

CLC is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that works for the good of the whole. that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and other protected status as required by applicable law.