



Job Opening for Bookkeeper / Part-time

Chattahoochee Riverkeeper (CRK) is a nonprofit, environmental advocacy and education organization with more than 9,300 members and offices in Atlanta, Gainesville and LaGrange, that works to protect the Chattahoochee River and its tributaries through education, monitoring, outreach, and legal actions. CRK is seeking a Bookkeeper to work in its Atlanta office. The Bookkeeper reports to the Executive Director and is responsible for the operation and maintenance of the financial records performing accounting duties of simple to moderate complexity.

The Bookkeeper is responsible for duties to include:

- Perform QuickBooks accounting work to ensure accurate processing of accounts payable and accounts receivable.
- Track income and payments by program codes.
- Maintain accurate records of all vendor files.
- Prepare reports for payroll and benefit services.
- Prepare financial statements and generate financial reports.
- Assist in compiling and organizing information for annual audit of financial statements.
- Ensure that receipt, safeguarding, disbursement, and recording of funds comply with generally accepted accounting practices.
- Reconcile bank accounts.

Preferred Qualifications:

- High proficiency with QuickBooks and MS Office.
- Experience with grant tracking.
- Bachelor's degree in accounting, business administration, finance or related field.
- Minimum of 2 years of nonprofit work experience in accounting/bookkeeping.
- Excellent communications skills.
- Highly organized in financial and file management, using office equipment and creating follow up systems.

Salary: Commensurate with experience.

Submit cover letter and resume to: Juliet Cohen, Executive Director, Chattahoochee Riverkeeper, 3 Puritan Mill, 916 Joseph Lowery Blvd., Atlanta, GA 30318 or via email at jcohen@chattahoochee.org

Chattahoochee Riverkeeper is an equal opportunity employer and considers candidates for employment without regard to race, color, creed, national origin, religion, age, gender, marital status, or sexual orientation.