

KPTZ Job Description

Position Title: Bookkeeper
Reports to: General Manager
FLSA Status: Non-Exempt, starts at .05 FTE

KPTZ embraces social justice, with a commitment to an internal culture of support and growth. An equal opportunity employer, KPTZ pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability or gender identity.

Summary

Handle Ongoing Station Bookkeeping

- Post income and expense transactions to QuickBooks.
- Prepare monthly financial reports for KPTZ Board approval.
- Implement best practices for KPTZ bookkeeping and procedures.

Responsibilities

Support and Implement KPTZ's Mission

To build and strengthen community throughout the Northeast Olympic Peninsula, actively engaging our listeners through high quality community radio programming that is educational, entertaining, and service oriented.

Bookkeeping Functions

- Enter and post all income and expense transactions.
- Reconcile banking and credit card statements in QuickBooks.
- Issue checks as directed by the general manager.
- File electronic and hard copy materials relating to station accounting.
- Telephone and email correspondence with clients and bank accounts as are needed to implement accurate accounting.
- Assist with preparing materials for KPTZ's annual IRS return preparation as well as annual State of WA license renewal.
- Assist with payroll and employer tax follow through.
- Enter the approved annual budget into QuickBooks.
- Make banking deposits on a weekly basis, and as needed.

Bookkeeping Policies

- KPTZ bookkeeping entry is to be accurate and entered in a timely manner.
- KPTZ financial records are to be maintained according to audit-compliant standards.
- Cash basis bookkeeping procedures integrate Quickbooks accounting system, underwriting/EPSC contracts, credit card transactions, tax payments, and cash or check income and expenses.

Office Hours

Adhere to an average of two regularly scheduled hours working in the KPTZ office per week.

Other

- Work alongside the general manager to maintain and implement station records, including confidential and sensitive information.
- Other duties as assigned.

Compensation**Salary**

Compensation is based on experience and agreement.

Preferred Qualifications

- Bookkeeping experience in a nonprofit organization
- Experience and expertise using Quickbooks
- Demonstrates a commitment to diversity, equity, inclusion

Application

A complete application packet includes:

- Cover letter describing your interest in this role
- Resume
- Contact information for three professional references
- To apply, please submit the above by email to KPTZ General Manager Kate Ingram, manager@kptz.org.
- Application materials received by October 15, 2022 will receive full consideration.
- Position will remain open until filled.