

Job Announcement: Full Charge Bookkeeper

(Part Time with option to combine with other current openings to create Full Time employment)

To apply, please email Tamara McFarland (tamara.mcfarland@cooperationhumboldt.com) by February 11, 2022.

Job Duties:

- Collect, sort and distribute mail
- Make deposits
- Prepare payments
- Process payroll monthly (or work with outside contractor to process payroll)
- Prepare invoices as needed
- Work closely with various project leads to accurately record and track income and expenses (often by project and/or funding source); record transactions in QuickBooks
- Reconcile accounts monthly
- Prepare financial reports for staff and Board of Directors monthly
- Coordinate with fundraising staff to ensure that thank you notes are sent for donations
- Participate in weekly staff collective meetings (1.5 hours)
- Coordinate with CPA to prepare annual returns
- In collaboration with other staff and board members, prepare annual budget
- Other duties/responsibilities depending on your skills/interests and where they intersect with the needs of the organization. (We are a staff directed nonprofit, so staffers have more agency than in a traditional organization to affect decisions and guide their own work.)

Hours, Schedule and Wage:

- Flexible remote schedule with some meetings requiring scheduling coordination with other staff members
- 10-20 hours/week
- \$23.08/hour (based on FTE of \$48,000; whether paid hourly or as a part time salary is negotiable)
- Flexible time off policy
- Annual \$500 work-from-home stipend to help with utilities and equipment costs
- Applicants are encouraged to consider our other current job openings for [Administrative Coordinator](#) and [Fundraising Coordinator](#) if full time work is desired. (These positions can be combined to amount to full time employment.)

Desired Skills/Qualifications:

- Knowledge of basic bookkeeping skills and Generally Accepted Accounting Principles
- Experience performing complex bookkeeping tasks, preferably for nonprofit(s)
- QuickBooks Desktop experience
- Proficiency with Excel, Google Docs, Google Sheets
- Detail oriented
- Self-starter with good time management
- Completion of a Cooperation Humboldt study group (this can occur after candidate is hired, and time can be compensated)
- Ability to pass background check (This is required in order to protect the organization; the only issues that would keep a candidate from being hired are past violent acts, sexual assault, and fraud. Minor infractions and/or past indiscretions will not disqualify a candidate, and results will be held in strict confidence. You do not need to pass a credit check.)
- Commitment to abide by Cooperation Humboldt's [Statement of Values, Code of Conduct & Conflict Resolution Process](#)
- Ability to establish and maintain effective working relationships with staff, Board and community
- Good written and verbal communication skills, with the ability to solve problems
- Ability to be flexible with frequent changes
- Ability to work as part of a team and collaborate with others
- Desire to increase your own level of awareness regarding diversity and inclusion
- All employees are expected to wear facial coverings when interacting (indoors and outdoors). Employees must be COVID-19 vaccinated.

About Cooperation Humboldt:

- Cooperation Humboldt is a 501(c)3 registered nonprofit social change organization. We are working to transform traditional Wiyot territory (now known as Humboldt County) to a place where everyone has their needs met without exploitation. We refer to this as building a Solidarity Economy.
- What We Believe:
 - We believe that our current institutions are fundamentally racist, sexist, and class oppressive. This is a result of social, political and economic systems that incentivize domination and exploitation of women, people of color, and poor, homeless, disabled, queer, undocumented, and Indigenous people.
 - We believe that capitalism is an economic system based upon exploitation and oppression, and that it will destroy the planet if we do not shift to a cooperative and sustainable economic system.
 - We believe it is possible to create new institutions that incentivize cooperation, love, compassion and kindness. This new system will be capable of supporting every person with a good quality of life.

- We believe in lifting up and supporting groups that are doing grassroots organizing with working class people and people of color, who are training organizers and building long term strategies to resist fascism and create new models for a joyous and collaborative new future reality.
- We believe we can work with you (or your organization) even if you do not believe these things, but we want to be explicit and clear about who we are and what we believe.
- We are working to create an organizational structure that is non-hierarchical as possible.
- The leadership of Cooperation Humboldt is made up of our core team, staff collective, and our board of directors.
- As our Bookkeeper, you would be invited to join our staff collective, which meets weekly for 1.5 hours.
- We aim for diversity at every level of our agency. We are an equal opportunity workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender, identity, national origin, veteran or disability status. Cooperation Humboldt celebrates differences.