

WISSAHICKON VALLEY WATERSHED ASSOCIATION

Job Description

Book Keeper (Part Time, 20 Hours/Week)

Located at Wissahickon Valley Watershed Association Headquarters, 12 Morris Road, Ambler, PA 19002

The Wissahickon Valley Watershed Association (“WVWA”) is a 50 year old land trust located in Montgomery County, Pennsylvania. The mission of the Association is to protect the quality and beauty of the Wissahickon Creek and to enhance life in the watershed. The Watershed Association carries out its mission by:

- Protecting and enhancing open space and natural areas in the watershed;
- Promoting awareness and appreciation of environmental issues through education so that the entire community can make sound choices for the future;
- Promoting wise land use and management of natural resources in the watershed; and
- Preserving historic and cultural sites which are significant to the Wissahickon Creek.

This is a 20 hour per week part time position. The individual will be responsible for entering all financial data into the financial accounting system and performing additional financial tasks as directed.

Specific job responsibilities

- Entering all financial data into the financial accounting program, including but not limited to entering invoices and preparing checks for payment, entering cash receipts, preparing bank deposits and spreadsheets for petty cash, PA sales tax, Credit cards, etc.
- Other duties as maybe assigned.

Candidate strengths and capabilities

- Candidates should have the proven ability to sustain excellence.
- Candidates should be fully computer literate, preferably with knowledge and familiarity of both financial spreadsheets (excel) and the Quick Books accounting software
- Candidates should be able to think strategically, work to a deadline and able to ensure accountability.
- Candidates will posses strong communication and interpersonal skills, be able to effectively convey the information collected as well as WVWA’s mission to diverse groups and be able to interact comfortably with influential people.

Working Conditions

The job requires physical exertion/strain and regular exposure to natural elements associated with trails, wetlands and watersheds. The candidate may be required to travel routinely to the bank, post office and other locations. The candidate should have the flexibility to work additional days and occasional nights and weekends.

Salary and Benefits

The salary and benefits for this job will be competitive for similar positions in the region.

The Wissahickon Valley Watershed Association is an Equal Opportunity Employer.