

# Bookkeeper

## Job Announcement

### Job Title

Bookkeeper

### Department

Administration

### Location

Washington, D.C.

### Classification

Full-Time, Nonexempt

### Employment Terms

At Will

### Reporting to

Business Manager

## Summary

The Bookkeeper oversees a variety of bookkeeping functions, activities, and programs. The incumbent is highly organized, detail oriented, self-motivated and able to manage multiple assignments, and internal and external relationships to ensure accurate and timely outputs. As a team member of our nonprofit organization, the incumbent advocates for Casey Trees' mission and in particular, the motto: connecting people to trees, through trees, and to Casey Trees.

## Essential Functions

The following essential functions are representative for the Bookkeeper including, but not limited to:

### Bookkeeping Functions (85%)

- Performs accounts payable (AP) activities including, but not limited to: coding and entering invoices; tracking missing receipts and documentation; checking for discrepancies; collecting W-9's and COI's; cutting checks; reconciling monthly credit cards; and processing staff reimbursements
- Performs accounts receivable (AR) activities including, but not limited to: reconciling monthly donations and processing deposits by preparing check deposit pickup slips, entering deposits into Quickbooks, and exchanging bags with NCB representatives
- Maintains/reconciles petty cash and monthly salary allocation

### Administrative Functions (15%)

- Performs a wide variety of administrative tasks including, but not limited to: answering phones, greeting guests, ordering office supplies, conducting security orientations, etc.
- Manages the intake, processing, and distribution of Casey Trees Mail and controls the postage meter and stamp inventory

## Secondary Responsibilities

- Documents and maintains files such as organization charts, telephone roster, staff dietary updates, vehicle reconciliation, etc.
- Assists the Administrative Department with managing the life-cycle of all grants for the organization
- Performs other duties as assigned

## Competencies

- Financial Management
- Customer/Client Focus
- Communication Proficiency
- Technical Capacity
- Collaboration Skills
- Ethical Conduct

## Position Type/Expected Hours of Work

This is a full-time position, 40 hours per week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

## Travel

Local travel for various purposes may be required during the business day. Occasional travel out of the area for training/seminars/events, etc., requiring overnight stay may be expected.

## Required Qualifications

- Bachelor's degree in relevant field
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills
- Excellent written and verbal communication skills
- Thoughtful, organized, highly collaborative with great attention to detail
- Demonstrated success working in a team environment; both internally and externally
- Experience formulating and adhering to budgets
- Must be able to manage multiple activities simultaneously
- Must be able to establish, track, and meet deadlines, often under pressure

## Preferred Qualifications

- Prior experience in the nonprofit sector

## Compensation

This is a full-time position starting immediately, with excellent benefits including health, dental, vision, paid holidays, and time off.

## What you will need to apply

Please enter **Bookkeeper** in the subject line of your message and email the following items to Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- **Résumé (if applicable)**
- **Available start date**
- **Salary requirements**
- **Contact information for three references**

You may also mail these items to:

Casey Trees  
Attn. HR  
3030 12th Street NE  
Washington, DC 20017

**Please no phone calls.** Final candidates will be subject to a background check at time of conditional offer.

## Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.

## Who We Are

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.