

PARTNERS FOR JUST TRADE
Position Description

TITLE

Bookkeeper

PURPOSE

The Bookkeeper maintains PJT's accounting and finances in conjunction with the Executive Director and the Finance Committee.

ACCOUNTABILITY

The Bookkeeper reports to and works closely with the Executive Director and the Office and Inventory Manager.

RELATIONSHIPS

The Bookkeeper serves with PJT to develop and maintain relationships characterized by vision, trust, transparency, dignity, cooperation, and education.

EVALUATION AND TERM

The Bookkeeper's service will be evaluated every quarter. The term of this position is indefinite.

TIME COMMITMENT

This position is 2 to 8 hours a week or as needed.

RESPONSIBILITIES

1. Maintains and updates all ledgers and financial records and process accounts receivable and payable on a timely basis.
2. Responsible for general ledger and cash flow.
3. Prepare payroll.
4. Prepares checks.
5. Prepares the monthly bank reconciliation statement.
6. Generates financial statements.
7. Prepares miscellaneous reports for Executive Director or Board of Directors.
8. Performs other duties as requested by the Executive Director or Finance Committee.

POSITION QUALIFICATIONS

- Attention to detail
- Previous bookkeeping experience
- Knowledge of QuickBooks

OTHER DESIRED SKILLS

- Experience in retail accounting
- Ability to think "outside of the box"

Revised April 8, 2008

- Knowledge of Fair Trade and social justice issues
- Flexibility
- Ability to work with minimal supervision

Please send a resume and cover letter to pjt@partnersforjusttrade.org