

Position Title: Accountant

Reports To: Director of Finance

Location: combination of virtual and on-site Scarborough, Maine

Job Type: Full Time (32 hrs. per week)

Primary Responsibility:

The accountant's primary responsibility is to execute and manage the all day-to-day accounting operations, including but not limited, to coding, inputting into QB and paying all bills, printing and mailing bill paying checks, coding, inputting into QB all income & deposits, supporting ongoing budget review and audit workpaper requests. The position will be based at our Scarborough location with some work being able to be done virtually.

Organizational Overview:

Ketcha Outdoors is a year-round non-profit outdoor education organization delivering innovative programs in southern Maine with a mission to provide kids of all ages with deep connections to the land, a vibrant community, and the confidence to create their sense of place in the world. Our extraordinary location in Scarborough, Maine has 107 acres of forest, fields, and farm tucked between the seashore and the salt marshes and has been in operation at this location since 1964. Ketcha Outdoors has an ACA accredited summer day camp, a nature-based Farm and Forest Preschool, and after school and vacation camps.

Additionally, we operate the Portland Gear Hub which refurbishes donated bikes and outdoor equipment in order to increase equitable access to adventure and transportation for families while also training youth and adults in outdoor pursuits.

We have an off-season staff of 35 and a summer staff of up to 140.

I. Day-to-Day accounting responsibilities

- Gather, organize, code, input into QB, and pay and mail all bills.
- Gather, organize, code, input into QB and deposit in the bank all income and deposits.
- Ensure bills are paid on time, and resolve all problems with vendors.
- Ensure deposits are deposited timely.
- Ensure receipts for credit cards and on account statements are received and include all information needed to book the expense correctly.
- Book in QuickBooks and pay sales tax.
- Book in QuickBooks payroll (but not call-in payroll)

II. Budgeting

- Work closely with and support the Executive Director and Finance Director in creating the yearly budget, by account code and department.
- Create and update the budget excel workpapers that will be used for discussion with Sr. Staff, Executive Director, and Finance Director.
- Input budgets, by account code and department into QuickBooks.
- Create budget vs actual variance reports in QuickBooks, work with the staff in determining reasons for variances, prepare reports for Executive Director and Finance Director review.

III. Audit

- Support the Finance Director in preparing audit workpapers.

IV. Procedures

- Create, write and keep track of organization of all accounting procedures.

V. Additional Responsibilities

- Work with the Finance Director in creating an on-line method to support effective bill paying and income receipts that adheres to auditing and GAAP rules.
- Update and keep track of the depreciation schedule.
- Work with the Finance Director to effectively classify restricted income and expenses in QuickBooks.
- Support Finance Director in preparing budgets or reports for grants
- Feel comfortable with and determine how to get reports out of varying merchant statements, such as, Weven (for rental revenue), Bambora (for program revenue), Bloomerang (for donated revenue).
- Book Point-of-Service sales figures and feel comfortable researching problems in the POS software.
- Other duties assigned that relate to the accounting profession.

VI. Qualifications/Skills

- 2 years of a combination of accounting experience, (preferably in a non-profit organization) and/or accounting education.
- Understanding of industry benchmarks in accounting best practices including GAAP.
- Expertise in Microsoft Excel and QuickBooks (desktop or on-line)
- Proficient in the use of Microsoft Office or Google Suite programs.
- Feel comfortable diving into detailed merchant accounts on-line to research numbers and run reports.
- Work well with staff professionally, kindly and effectively in solving accounting problems.
- Attention to detail with an emphasis on ensuring the numbers are correctly input.
- Work independently to solve problems as well as work effectively in a team.

Compensation: hourly rate of \$22 -\$25/hr, combined with a comprehensive full-time benefits package. 32 hours per week is considered full-time at Ketcha Outdoors.

Due to the vulnerable nature of the people we serve, we require a significant background check process, fingerprinting and vaccination for COVID-19.

Ketcha Outdoors is an equal opportunity employer. Due to the vulnerable nature of the people we serve we require a significant background check process, fingerprinting and vaccination/boosters for COVID-19.

If interested, please email your resume and cover letter to kpelletier@ketchaoutdoors.org