

Title: Bookkeeper / Operations Assistant

Job Type / Compensation: Hourly, Part-time, Non-Exempt

Work Location: In-office Southbury, CT

Reports to: Executive Director; coordinates with Treasurer and other staff as needed



About the Pomperaug River Watershed Coalition (PRWC):

PRWC was founded in 1999 by conservation-minded citizens in response to increasing threats to local water resources. Since then, PRWC has evolved into a nationally recognized model for scientific investigation, municipal assistance, stakeholder collaboration, community education, and volunteer engagement. Today, PRWC's mission is to protect and restore the water resource of the Pomperaug Watershed through community engagement, education, advocacy, and science-based action. To learn more about PRWC and its programs and initiatives, visit www.pomperaug.org.

Position Function:

The Bookkeeper / Operations Assistant is accountable for maintaining accurate records to ensure PRWC remains financially strong and supporting the day-to-day operations of the organization by performing administrative, organizational, and operational tasks to ensure smooth workflow and efficiency.

Primary Responsibilities:

- Administer financial operations including bookkeeping tasks in QuickBooks Online, preparing deposits and invoices, cutting checks, reconciling accounts, generating financial reports, monitoring cash flow, and maintaining files.
 - Record transactions in the appropriate company accounts and review account ledgers for accuracy, and correct errors
 - Reconcile accounts by comparing bank information to records
 - Reconcile staff payroll reports with timesheet data for entry into QuickBooks Online
 - Prepare basic financial documents, such as balance sheets, income statements, profit and loss (P&L) statements, and reports filtered by job or class over specific time periods for grant and project reporting purposes
 - Organize receipts, invoices and physical copies of financial documents consistent with document retention and destruction policies
- Assist Executive Director and Treasurer in preparing annual budget for fiscal year spanning July 1 to June 30 and assembling financial data to submit to Certified Public Accountant for required IRS Filings at the end of each fiscal year.
- Adhere to PRWC's Financial Controls Manual and update as new procedures are established
- Maintain compliance with financial reporting regulations, such as the Generally Accepted Accounting Principles (GAAP)
- Provide administrative support to staff and board as assigned by Executive Director. This will include bookkeeping, copying, scanning, filing and donor list management.
- Manage inventory, order office supplies, and ensure resources are available. Coordinate with suppliers and vendors to ensure timely deliveries and payments.

Required Skills and Qualifications

- Organized, detail-oriented, and flexible.
- Excellent verbal and written communication skills, especially within the office environment.
- Strong math and analytical skills to identify errors or discrepancies.
- Basic knowledge of bookkeeping and accounting methods, including accrual and cash accounting; differentiating between account, job, and class; restricted, temporarily restricted, and unrestricted funds; customers and vendors; accounts payable and accounts receivable.
- Understanding of office management systems and procedures. Proficiency in MS Office Suite, accounting and data management software, and payment processing platforms including but not limited to Excel, QuickBooks Online, Keela (CRM), and Stripe. Must be willing and able to train on new systems and functions within these applications.
- High school diploma or equivalent; additional experience or certifications in bookkeeping, office administration, and business management are advantageous.
- Previous experience in bookkeeping and administrative or operations support roles is preferred.
- Ability to work in office (Woodbury / Southbury, CT) to enhance team effectiveness.

Time required / Schedule:

10 to 15 hours per week on average; some months may be busier than others. Preferred schedule consists of approximately 5-hour shifts 2 to 3 days a week during standard office hours, but flexible and subject to a mutually agreed upon schedule. Workload may shift depending on time of month and year as a result of fundraising campaigns, account reconciliations, and tax filing preparations.

To Apply:

Please submit a single PDF document that includes a cover letter and resume to Carol Haskins at chaskins@pomperaug.org with subject line: "Bookkeeper Qualifications." First consideration will be given to applicants that apply by September 30, 2026. Applications accepted until the position is filled.

*The Pomperaug River Watershed Coalition is an equal opportunity employer
and welcomes a diverse pool of candidates in this search.*