Accountant
Job category: Accounting
Part-time
Location: Virtual

Here's how you'll have an impact:
- Have a complete understanding of general ledger and accrual accounting.
- Record deposits and apply to accounts receivable.
- Process accounts payable and international bank wires/ACH/check payments including currency conversions.
- Process monthly payments to independent contractors.
- Perform monthly closing including bank reconciliations and accurate journal entries for accruals, prepaid expenses and recurring transactions.
- Prepare monthly financial reports for executive committee.
- Work closely with Treasurer and Manager of Events & Operations.
- Maintain backup document files for receivables, payables, championship event reconciliations and development grants for the annual audit.
- Provide backup documentation, general ledger, financial statements and other information requested by Auditor in conjunction with annual audit and 990 tax form.
- Respond to emails on a daily basis.

Here are the skills and experience you'll need to be effective:
- 10+ years of experience with accounting/bookkeeping and financial reporting.
- Experience with QuickBooks Online.
- Experience with Excel/Word and Dropbox.

Here are some things that will make you super competitive for this role:
- Accounting degree.
- Familiarity with the needs of external auditors.
- Experience with not-for-profit corporations.
- Understanding of international wire transfers and foreign exchange issues.

Here's where you'll work:
- This position requires working remotely.
- You will need access to the Internet and a computer/printer/scanner.

Here's some more information you need to know:
- This is a part-time position as an independent contractor working approximate 15 to 30 hours a month depending on event activity.
- The hourly pay rate is $37.

To apply:
- Send resume to Board Treasurer Kate Bergeron at kate.bergeron@wfdf.sport.