Reef Check Foundation
Part-Time Bookkeeper

The non-profit Reef Check Foundation is seeking a Part-Time Bookkeeper to assist its accountant with data entry and other tasks.

The Bookkeeper’s responsibilities include:

- Work with accountant to ensure books are kept up to date and vendors are paid in a timely manner
- Collect and organize receipts and maintain filing system for company records and to comply with monthly grantor documentation requirements
- Track monthly expenses to ensure all transactions are properly documented and allocated to appropriate grants
- Work with operations manager to track inventory and resolve inventory count discrepancies
- Maintain records of active grants and grant requirements, and assist director in grant allocations, grant reporting and record keeping
- Enter data associated with accounting, payroll journal entries, and grants
- Reconcile accounts monthly
- Generate and compile financial reports
- Support accountant and external auditors with annual audit
- Process timesheets and ensure all employees keep accurate records of hours worked
- Maintain an accurate and complete set of records of all financial transactions

Minimum Qualifications and Required Skills include:

- Prior bookkeeping or equivalent experience, non-profit experience is a plus
- Comprehensive understanding of bookkeeping functions and account types
- Highly proficient with QuickBooks Online, Excel, and Google Drive/Docs/Sheets
- Well-organized, detail oriented and able to learn new systems quickly
This position will be based in Marina del Rey. Currently, most work can be completed remotely from home. Hourly rate between $18 to $25 per hour depending on experience for 20-29 hours per week. Review of applicants will commence immediately until position is filled. Please send CV, three references and a cover letter explaining why you would be a good fit for this position to Jenny Mihaly at rcinfo@reefcheck.org.

Reef Check Foundation is an international non-profit organization dedicated to the conservation of tropical coral reefs and temperate kelp forests. With offices in Los Angeles and Santa Cruz, California and volunteer teams in more than 40 countries and territories, Reef Check’s mission is to lead citizen scientists who promote stewardship of sustainable reef communities around the globe.