



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

Bookkeeper

The Organization

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and food waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to food-insecure families and individuals in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that alleviates hunger and helps the environment through an innovative recovery model.

The Opportunity

Reporting to the Director of HR and Administration, the Bookkeeper is an integral part of the Finance team. This role is responsible for the financial management of We Don't Waste's QuickBooks account and reporting responsibilities of government grants (federal, state, local). This role collaborates with the Operations, Impact and Engagement, and Development teams to provide grant support. In addition, this role manages the general ledger maintenance, reconciling accounts, preparing financial reports, and assisting with audits and budgeting processes.

Responsibilities

Accounting

- Assist with the coordination of the day-to-day operations for the Finance Team.
- Assist in the month-end and year-end close processes.
- Perform the daily bank reconciliation and monthly reconciliations.
- Manage the accounts payable process, including grants, to ensure timely payment and vendor management.
- Manage the accounts receivable process in coordination with the development team.
- Assist in the development and implementation of a documented system of accounting policies, standard operating procedures (SOPs), and internal controls.
- Support the annual financial audit activities and inquiries.
- Participate in month-end close process, including preparing or reviewing reconciliations, preparing financial statements, analyzing balances and budget-to-actual variances.
- Set up new vendors in accounting system, ensuring that all applicable documentation is on file.
- Provide excellent customer service to co-workers and across departments.
- Prepare ad-hoc reporting.

Government Grants and Service Contracts

- Manage federal, state and local grants and service contracts.
- Maintain compliance with federal grant management rules.



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

- Prepare information for grant applications, including budgets with staff salary allocations, direct program costs and indirect costs.
- Review grant expenditures for compliance with restrictions.
- Prepare and manage grant-specific budgets.
- Maintain records pertaining to all awards including contracts, budgets, reimbursements requests, expense substantiation, timesheets, etc.
- Prepare grant billing and financial reports in accordance with contract terms.
- Prepare monthly payroll allocations to ensure employee time is appropriately charged to grants. Work closely with Human Resources to ensure timesheets reflect appropriate grant allocations.
- Serve as main fiscal contact for awarding agencies.
- Other duties as assigned.

Qualifications

- 2 or more years' experience with QuickBooks, ideally in nonprofit
- 2 or more years' experience in General Ledger maintenance and reconciliation
- Experience with Bloomerang or other nonprofit CRMs a plus
- Experience with grant administration a plus

Desired Traits

- Passion for We Don't Waste's mission
- Neat, clean appearance with friendly personality
- Ability to be dependable and punctual
- Self-starter
- Good sense of humor
- Ability to be flexible and think on your feet to solve problems
- Customer service skills

Salary/Benefits

The hourly rate range for this position is \$24.50-29.80 per hour. This position is a full-time position between 30-40 hours per week and is eligible for benefits.

Why Work at We Don't Waste

- Paid time off! We Don't Waste offers three weeks of time for the first year of employment (accrued), 80 hours of sick time, 9 paid holidays AND our year-end closure from Christmas Eve through New Year's Day.
- Retention of We Don't Waste staff is a priority! We provide increased vacation benefits for employees as a thank you for your service. In year 2, We Don't Waste offers 4 weeks of time off. In year 3, We Don't Waste offers 5 weeks of vacation and in year 8 We Don't Waste offers 6 weeks of vacation!



WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

- Amazing benefits such as health insurance, dental and vision insurance, employer paid short term, life insurance plans and an IRA-matching program. We pay 100% of health premiums for employee coverage, 100% of employee vision coverage and 44% of employee dental premiums.
- Volunteer time off! Opportunities to volunteer in the community for up to 12 paid hours a year.

Application Process

Qualified and interested candidates should submit a resume and cover letter to Katie Malarkey at careers@wedontwaste.org. Applications received by June 18, 2024, will be given priority and the job posting will be removed from our website (<https://www.wedontwaste.org/get-involved/#careers>) when the position has been filled.

We Don't Waste is an equal opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Reasonable Accommodation

Applicants with disabilities may contact Human Resources via email to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact We Don't Waste at careers@wedontwaste.org.

EEO Statement

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

Disclaimer

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.