

Bookkeeper Job Description

Hours: Full-time, approximately 32 hrs/week

Compensation: Competitive compensation and benefits



SUMMARY:

The GrowHaus is a food equity nonprofit in Denver's Elyria-Swansea neighborhood. The [GrowHaus](#) mission is to create a community driven, neighborhood-based food system by serving as a hub for food production, food distribution, education, and economic opportunity. The GrowHaus is currently searching for a Bookkeeper.

The Bookkeeper is a position for a dedicated individual to work closely with our executive team to manage financial transactions at The GrowHaus, create and analyze financial reports and budgets, and assist in the smooth financial functioning of The GrowHaus. We are looking for a highly organized, responsible and flexible individual who is excited to work behind the scenes efficiently and effectively. This is a unique opportunity to work at the center of a community nonprofit helping to shape a local food system in Denver.

DUTIES AND RESPONSIBILITIES:

- Daily cash management and deposits
- Accounts Receivable/Invoicing
- Accounts Payable
- Monthly financial reports organization-wide, and monthly program reports
- Grant Tracking
- Coordinate with PEO (Professional Employment Organization) for payroll and HR
- Restricted fund tracking
- Work with independent auditor for yearly audit
- Work with Finance Committee monthly to review financials
- 1099 filing

REQUIRED SKILLS & EXPERIENCE:

- Conversational Spanish is REQUIRED. Applicants without some Spanish ability will not be considered.
- At least 2 years experience with accounting, accounts receivable, accounts payable, financial management
- Excellent follow-through, highly responsible and accountable.
- Strong work ethic, extremely dedicated, excellent follow-through and attention to

detail

- Proactive, fast learner, willing to consistently go above and beyond, highly flexible and creative
- Ability to thrive in a fast-paced and often distracting work environment
- Talented, quick and open-minded problem solver. Flexibility to shift priorities as needed, sometimes multiple times per day.
- Flexibility and willingness to tackle new tasks as necessary
- Superb team player; gains energy and drive from working closely with others, while also a strong independent worker
- Great sense of humor and light-hearted attitude
- Highly proficient in Microsoft Office and all Google applications
- Highly proficient in QuickBooks (QBO)
- Excellent communications skills, written and oral, ability to successfully communicate with diverse groups and individuals both internal and external to the organization
- Occasional evening or weekend responsibilities may be required



PREFERRED SKILLS & EXPERIENCE:

- Experience in nonprofit bookkeeping, including grant tracking and restricted funds
- Spanish fluency, oral and written
- Experience and/or education in nonprofit management, public administration, business management, social work, community development, planning or related field

HOW TO APPLY:

Interested parties must submit a resume and letter of intent addressing the questions below to Careers@thegrowhaus.org, with subject line: Bookkeeper Application

- Why you? Why this position? Why The GrowHaus? & Your Level of Spanish