



Employment Opportunity Part-time Bookkeeper Virginia Forestry Association

Overview:

Founded in 1943, the Virginia Forestry Association (VFA) serves as a unifying voice for Virginia's forestry community. We are a not-for-profit, privately supported organization located in Richmond, Virginia. We represent Virginia's diverse forestry community and promote the sustainable use and conservation of forest resources to ensure their long term social benefits for all Virginians.

VFA's 1,200 members are forest landowners, foresters, forest products businesses, loggers, forestry consultants, and a variety of individuals and groups who are concerned about the future well-being of Virginia's forest resource. VFA seeks to maintain a political and economic climate favorable for forest ownership and forest industry in the state and to enhance the public's perception of forestry through effective outreach and communications.

VFA is seeking a part-time bookkeeper, working approximately fifteen hours per week in the Richmond office, to join a small team of association management professionals reporting to the Executive Director in a multi-faceted and multi-tasking workplace.

Duties:

VFA's bookkeeper will be responsible for the Association's financial management and account reporting, as well as that of our sister organizations, Virginia Forestry Educational Foundation and Virginia Tree Farm Foundation. He or she will also assist with the financial oversight of the Virginia Forest Resources Political Action Committee and Virginia Sustainable Forestry Initiative Committee. The part-time bookkeeper will provide assistance to VFA's accountant and auditor during the annual audits and maintain an effective and efficient organization of financial and membership records. Proficiency in Quickbooks and a familiarity with management databases are required skills.

This position will be part of a team approach to serving the Board of Directors, committees and task forces, and members in general. This includes an annual conference, production of publications, social media use, advertising and sponsor solicitation, and interaction with partners of endorsed programs. Staff works together to aid with all programs and foundations, committees and task forces, events, and publications.

Specifically, VFA's bookkeeper will: maintain the organization's chart of accounts; assist with maintaining and providing detailed reports regarding the annual budget; record cash receipts and make bank deposits; provide information to the external accountant who creates the company's financial statements; assist the external accountant by assembling information requested for external auditors for the annual audit; maintain an orderly accounting filing system; provide clerical and administrative support to management as requested; ensure that receivables are collected promptly; issue invoices to

members/advertisers; pay supplier invoices in a timely manner; pay any debt as it comes due for payment; and import payroll entries from external accountant on a timely basis.

Skills Needed:

- Knowledge of accounting procedures, including accounts payable and accounts receivable.
- Knowledge of Quickbooks, Memberclicks (Association Management and website organization tool), MS Office, and Google, and an eagerness to learn new technology.
- Excellent interpersonal, oral, and written communication skills, with an attention to detail.
- Ability to prioritize and multi-task, work independently in a team-based environment, patience and flexibility with changing goals and requests.
- A bachelor's degree and/or five years of experience directly related to the position requirements is preferred.

Interested candidates should send a letter of application, resume, and list of three references to vfa@vaforestry.org by October 15, 2018. No phone calls, please.