



Protect America's Climbing

Bookkeeper (part-time) Job Description

Access Fund is seeking a part-time bookkeeper who will support the Access Fund's Finance Manager by helping maintain and implement the Access Fund's financial systems. The bookkeeper will support day-to-day accounting tasks such as accounts payable, accounts receivable, deposits, and will also support the bank account reconciliation process. This role reports to the Finance Manager who is based out of the Access Fund office in Boulder, Colorado.

Key responsibilities include supporting the Access Fund Finance Manager by managing the following tasks:

- Processing payables, including posting to the online bill payment service, Bill.com.
- Posting and accurately classifying credit card purchases.
- Creating and tracking invoices for receivables.
- Reconcile monthly statements, credit cards, and other accounts.
- Process 403b monthly payments
- Maintaining financial records and receipts.

Skills & Qualifications

- Interest and course-work in business, finance or accounting and/or strong interest in nonprofit financial management.
- Basic proficiency in Excel.
- Experience with Quickbooks preferred although Access Fund is willing to train a new user.
- Detail-oriented with exceptionally strong follow-up and follow-through skills.
- Enthusiasm for climbing and conservation are a plus.

Compensation

- \$18/hour part-time & temporary role which may become permanent; 8 hours a week.
- A flexible schedule is possible; remote work is also possible.
- Participation in industry pro-deals.
- Punchpass to the local climbing gym.

Physical demands and abilities

- Regularly spend long hours sitting and using office equipment and computers
- Regularly work on repetitive tasks

To Apply

Please send a resume and cover letter with 'Bookkeeper' in the subject line to employment@accessfund.org. No phone calls please.

Access Fund is an equal opportunity employer and provides employment opportunities without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability. We are a proud supporter of the Camber Outdoors CEO Pledge, Next 100 Coalition, and #SafeOutside as we seek to attract a skilled workforce that reflects the demographics of current and future outdoor enthusiasts. At Access Fund, we pride ourselves on the health and happiness of our staff. Together, we are building an organization and an industry where great ideas, born from a diversity of experiences, thrive.