

12-15-20 Bookkeeper, Part-Time, Southern California Horticultural Society, 1-15-21 deadline

Job Title

Part-time Bookkeeper

Agency

Southern California Horticultural Society

Location

Work from home or office

Pay Rate

\$40/hour, likely 1-2 hours/week

Responsibilities

- General business management.
- Get the mail from PO Box located in Pasadena.
- Write checks, make bank deposits, reconcile bank statements and investment statements.
- Manage online PayPal account.
- Handle the Quickbooks file.
- Create quarterly financial reports from banking and investment data.
- Deal with annual paperwork: 1099 forms, Raffle Registration, Bi-annual Corporate statements, and insurance documents.
- Track and fund infrequent expense accounts like mailbox rental, database membership, pre-paid rent for meeting rooms, and internships.
- Keep clear and accessible paper files and digital records.

Required Knowledge, Skills and Abilities

- Must be familiar with Quickbooks.
- We're looking for someone with office/business management skills and a high level of organization.
- Ideal candidate is someone who already has a legitimate bookkeeping business.

Desired Knowledge, Skills and Abilities

- Knowledge of non-profit businesses a plus.
- Some interest in plants and horticulture would be appreciated.

Application Mode

Please email a cover letter and resume to Laura Bauer, Southern California Horticultural Society, [socalhort@gmail.com](mailto:socalhort@gmail.com)

Application Deadline

January 15, 2021

Contact Person

Laura Bauer, Southern California Horticultural Society, [socalhort@gmail.com](mailto:socalhort@gmail.com)