Position: Bookkeeper/Database Manager
Reports to: Finance Manager and Director of Development
Workdays: Monday – Friday, part-time, 20-24 hours/week
Compensation: $22 - $32/ hour, commensurate with experience. Benefits are dependent on the final offer.

This part-time position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region’s largest and most unique recreational and ecological assets.

High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The High Line Canal is one of the longest urban trails in the nation, tying together over 15 distinct communities, and has long been a cherished asset across our region. The 150-year-old legacy corridor has outlived its historic purpose as an irrigation utility and has taken on new life as a recreational and ecological resource. With support from each of the 11 jurisdictions along the Canal’s reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

The Conservancy is seeking a bookkeeper and database manager to serve as a critical team member providing organizational bookkeeping including data entry for donations in Raiser’s Edge. This position requires a flexible and motivated individual who wants to work with a team at an exciting and fast-paced nonprofit. Specific areas of responsibility include bookkeeping and administrative support. Position reports to Finance Manager and Director of Development.

We encourage applicants with unique experiences and educational backgrounds. The desire and energy to learn new skills is essential, and we recognize the diverse skillset this position requires. If you have some, but maybe not all of the below desired skills, please apply!

Areas of Responsibility

Bookkeeping, Reporting and Donor Database

- Receive, code (or check account coding), enter vendor invoices and process payments each week. Make sure supporting documentation is properly filed
- Process, deposit and record donations from donors in QuickBooks and donor database (Raiser’s Edge)
- Assist in preparation and management of contracts and agreements
Direct office business operations, including monitoring and Executive Director approval of vendor contracts, invoicing and payments, etc.

Manage the Conservancy’s donor database (Raiser’s Edge)
- Input constituent and gift data regularly with great attention to detail
- Acknowledge all gifts to the Conservancy following established procedures on a weekly basis
- With oversight from the Finance Manager and Development Director, perform as needed, invoicing, pledges, and receipts in QuickBooks and Raiser’s Edge. This may include accounting for projects and restricted funds.
- Assist Development Director in the management of Raiser’s Edge data and attribute structure
- Create reports in QuickBooks and Raiser’s Edge as requested to support the marketing/outreach staff with data that informs strategy and tactics

Administrative Support
- Perform and assist Finance Manager in the management of all tasks related to payroll and employee benefits. This includes the accounting and audit requirements related to Paylocity submissions, agency reporting, paid time off, health insurance, disability, workman’s comp, retirement accounts and health savings accounts.
- Assist in preparing for payroll, including ensuring that all necessary employee timesheets and reimbursements have been received, signed and totaled for the current payroll period
- Work with Finance Manager to ensure that the Conservancy maintains needed records, filings for nonprofit management

QUALIFICATIONS:

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following knowledge, experience, skills and abilities:

Knowledge and Experience
- At least 2 years relevant work experience in accounting/bookkeeping, with additional experience in data entry preferred.
- Bachelor’s degree or comparable work experience in finance or nonprofit management
- Experience with QuickBooks required
- Experience with Customer Relationship Management software, such as Salesforce or Raiser’s Edge strongly preferred.
- Experience with Microsoft Office Word, Excel, PowerPoint and Outlook.
- Desired experience or knowledge in the areas of conservation, non-profits, government, private foundations, human resources and/or fundraising.

Abilities and Personal Characteristics
- Mission-driven: Demonstrates an understanding of and commitment to the long-term mission and value of the Conservancy.
• **Adaptable:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

• **Strong communicator:** Strong communication and demonstrated writing/research skills: ability to confidently speak with executive leadership listen and write in a clear, thorough and timely manner.

• **Creative and Innovative:** open to new approaches and comfortable in a “start-up”/ entrepreneurial culture.

• **Collaborative:** Ability to work cooperatively with colleagues in a small-team environment, to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records.

• **Self-motivated:** Ability to work independently and is highly organized with tremendous attention to detail and an ability to multi-task.

• **Inclusive:** Committed to reducing barriers that prevent equitable access to outdoor spaces, decision making processes and other resources related to engagement in nature and the outdoors.

• Ability to maintain strict confidentiality.

• Ability to work flexible hours when needed.

**Compensation and Benefits**

This is a part-time (20-24 hrs./wk.) position based at the Conservancy’s offices, though the Conservancy is currently working in a hybrid work policy. Annual salary will be commensurate with experience and hours per week with an anticipated salary range of $22 - $32 per hour.

**Application Instructions**

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant’s interest in and qualifications for the position. Send both documents as one PDF attachment to employment@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

**Application Deadline:** September 22 or until filled.

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.