

Full-Charge Bookkeeper/Non-Profit Bookkeeper

The Northwest Horticultural Council (NHC) is seeking a full-charge bookkeeper/Non-Profit Bookkeeper that is highly organized and motivated to work in support of the tree fruit industry. A successful candidate will be experienced in general ledger, accounts payable, accounts receivable, and payroll. Their bookkeeping and accounting experience will enable them to work independently and provide relevant monthly and year-end budget and financial information to management. This position reports to the NHC's president and the vice president of export programs.

With a staff of eight, the NHC is an advocacy group that engages with the private sector, academia, government, and non-governmental bodies. The successful candidate will interact with NHC and Northwest Fruit Exporters members and manage the day-to-day financial business operations, including the collection of confidential, third-party information for the financial administration of export programs.

Essential Job Requirements:

- Excellent communication (written and verbal) skills
- The ability to organize and manage multiple projects simultaneously
- Five or more years of full-charge bookkeeping work experience
- Proficient in Microsoft Office suite

Preferred Job Requirements:

- Experienced with Sage 100 accounting system
- Bachelor's Degree or equivalent
- Ten or more years of bookkeeping or accounting experience

Accounting / Financial Responsibilities:

- Maintain the general ledger, general journal, and financial statements
- Manage accounts payable, write checks, and issue various electronic payments
- Maintain and manage accounts receivable and aging. Invoice for different levels of annual membership dues, seasonal daily cherry invoicing, annual reconciliation of apple and cherry assessments
- Manage banking relationships, make deposits, reconcile monthly statements
- Prepare end of month and year-end financial statements
- Enter payroll on ADP system
- Assist with annual financial audit and preparation of financial statements and tax forms
- Prepare annual NHC reserves documents
- Assist in annual budgeting process
- Prepare cash flow analysis
- Review investment account statements

Programs / Duties:

- Mexico Apple Program: Make U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Quarterly Payments / maintain contract accounting of revenue and expenditures (Mexico apple program); maintain the member Treatment Facility number list, reconcile assessments, collect shipment data, contact members to confirm data, work with state departments of agriculture to cross-check information
- Japan / Korea Cherry Program: issue seasonal assessments, collect shipping data (working with members and state departments of agriculture to cross-check information and reconcile assessments)
- Issue the daily cherry shipment report of shipments made to Australia, Japan, Korea, and New Zealand
- Maintain various email lists
- Maintain membership lists by program

Data Management:

- Maintain and archive records and files, including those containing confidential information (e.g., private company financial information and other correspondence)
- Maintain current copies of all contracts

Other Duties:

- Special projects and office administration responsibilities as needed
- Act as backup for Office Manager

Job Hours & Location:

- 8 - 5 with some weekend hours required during cherry season. Lunch break from 12 - 1
- The job is in the office in Yakima

Benefits:

- Paid sick leave: 80 hours/year
- Paid holidays plus paid vacation of 10-15 days/year
- Excellent employer retirement contribution
- Disability insurance following probationary period
- Health and Dental insurance – employer pays 75 percent of monthly premium

The NHC is a nonprofit trade association, based in Yakima, Washington, that represents the tree fruit (apple, cherry, and pear) industry of Idaho, Oregon, and Washington. Pacific Northwest tree fruit growers produce approximately 70 percent of the apples (supplying 80 percent of the U.S. fresh market), 84 percent of the fresh pears, and 73 percent of the fresh sweet cherries grown in the United States. The Pacific Northwest tree fruit industry annually exports about 25 percent of the region's apple, pear, and cherry crops worldwide.

Interested candidates should submit letters of application and resume to the NHC at 105 S. 18th Street, Suite 105, Yakima, WA, 98901, or to general@nwhort.org. Applications will be accepted until the position is filled. Information on the Northwest Horticultural Council is available at www.nwhort.org.

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