



Part-Time Bookkeeper at Westfield River Watershed Association (WRWA)

The Westfield River Watershed Association (WRWA) seeks a part-time Bookkeeper to process and maintain financial records related to WRWA's role as the fiscal agent for the Wild and Scenic Westfield River Committee (WSWRC). WSWRC receives federal funding from the National Parks Service which requires all financial transactions to be processed through an authorized Fiscal Agent (i.e. WRWA).

Westfield River Watershed Association (WRWA) is a volunteer-led, 501(c)(3) non-profit, founded in 1952 to make the Westfield River Watershed in Massachusetts a better place in which to live, and to this end:

- to promote the restoration and conservation of the natural resources of the watershed
- to protect and conserve fish and wildlife, forests, and other plant life, water sources and soils
- to promote knowledge, understanding, and appreciation of the river and its watershed
- to promote opportunities for responsible recreation on and around the river
- to help promote through coordination and integration those activities of other agencies, industries and organizations having an interest in the resources of the watershed

Job Responsibilities:

- Bookkeeping for Wild and Scenic Westfield River Committee:
 - The bookkeeper will write checks, pay invoices, track the account balance, and keep record of all the transactions related to WSWRC.
- Reporting:
 - Provide monthly financial reports prior to WRWA and WSWRC monthly meetings.
 - WRWA meets on the fourth Monday at 6:30pm.
 - WSWRC meets on the fourth Thursday at 6:00pm.
 - Reports will be submitted to the Treasurer and Chair of both organizations.
- Transactions:
 - Document all financial transactions promptly, following federal and state regulations.
 - Process payments or awards within two weeks of request from WSWRC
 - Ensure records are accessible, transparent, and easily reviewable by WRWA and WSWRC officials.
- Support to Officers:
 - Assist the Treasurer and other WRWA and WSWRC officers with relevant federal financial reporting requirements.

Qualifications:

- Demonstrate prior bookkeeping and/or accounting experience.

Compensation:

- \$35/hour, averaging about 5 hours per week but more or fewer hours week to week is common

Employment Status:

- This is an independent contractor position, not an employee role.
- The contractor will report directly to the Board of Directors of the Westfield River Watershed Association

Please send a cover letter and resume by January 6, 2025 to contact@westfieldriver.org and wrwasocial@gmail.com.