



Bookkeeper/Accountant

Position Title: Part-time Bookkeeper/Accountant

Reports To: Executive Director

Hours: 20 Hrs/week.

Salary: \$25,000/year, plus benefits, including paid time off and employer-sponsored health savings account.

Position Summary: The Open Media Foundation seeks a part-time Bookkeeper/Accountant to oversee the the financial needs of OMF and our partners located in our beautiful offices at 700 Kalamath St in Denver's Santa Fe Arts District. This position serves as the primary financial contact for the Open Media Foundation, providing guidance and support to staff, the Executive Director (ED) and Board. The primary focus for this role includes daily accounting duties such as: bookkeeping, month-end closing procedures, creating monthly and quarterly reports for departments, accounts payable, and performs accounting for fiscal sponsorships.

Our top candidate will have a passion for the mission of OMF. Experience in a non-profit setting is preferred. We seek a strategic professional who demonstrates a passion for social change with a strong history of financial experience.

Organization: The Open Media Foundation (OMF) is an innovative media and technology 501(C)(3) nonprofit organization dedicated to putting the power of the media in the hands of the people, enabling everyone to engage in their community and bring about the change they wish to see in the world. To accomplish our mission, we begin with providing affordable, high-end media and technology services. We follow up by offering training and tools that enable everyone to represent their own voice in the media conversation. Additional information about Open Media Foundation may be found at openmediafoundation.org.

Required Qualifications

- Three years or more verifiable accounting experience
- Excellent communication skills
- Demonstrated efficient working habits
- Comfortable with technology, including google docs/drive
- Quickbooks experience, preferably Quickbooks Online
- Strong attention to detail
- Strong organizational skills, including the ability to manage complex tasks, prioritize activities, and present reports to staff & board,
- Integrity, honesty and direct communication

Preferred Qualifications:

- Financial experience in the nonprofit sector
- Budgeting and financial reporting, including Form 990/audit preparation and support
- Degree in business, accounting, finance or related field
- Ability to create charts/graphs using Excel or google sheets
- Fun to be around with a good sense of humor and flexibility
- Proven ability to work in a team environment, develop effective interpersonal relationships, and communicate effectively and efficiently

Supervision: The Bookkeeper/Accountant reports to the Executive Director.

Benefits: Flexible personal time off (PTO) plus paid holidays annually, and a 4-6-week paid sabbatical after 3 years. Employer contributions to health savings account (HSA). Current Staff receive a laptop to use while an employee and access to over \$2 million worth of video, audio, and studio production equipment, plus access to all training programs provided by OMF.

To Apply: This is an immediate hire, part-time position. Local candidates are encouraged to apply, and out of area candidates will be considered who can relocate immediately without relocation assistance.

Please submit the following materials to be considered:

- Cover letter summarizing why working with OMF in this position is right for you
- Current resume

Please email both documents to careers@openmediafoundation.org. The subject line of your email should read: "Bookkeeper/Accountant". Please, no phone calls, snail mail, personal hand deliveries or fax submission - we strive to be paperless.

References:

A final step in the hiring process is for candidates to arrange personal reference calls with former supervisors and others we may choose from your work history.

Embracing diversity is a core value of the Open Media Foundation. We encourage individuals with diverse backgrounds, age, economic circumstance, ethnicity, gender expression, marital status, national origin, religion, and sexual orientation to apply.