

VALLEY OF THE MOON OBSERVATORY ASSOCIATION

ROBERT FERGUSON OBSERVATORY

Sugarloaf Ridge State Park, Kenwood, CA

www.rfo.org



VMOA Bookkeeper Position Description

Status: Contract, Part-time

Reports to: Board Treasurer

Valley of the Moon Observatory Association (VMOA) is seeking a part-time Bookkeeper, approximately 4 hours per month, to handle Quickbooks Online transactions for the Robert Ferguson Observatory (RFO).

Working closely with the Treasurer, the Bookkeeper is responsible for:

- Generating, accepting and categorizing transactions, deposits, transfers and journal entries for VMOA daily business.
- Verifying statement and invoice amounts.
- Reconciling banking and investment accounts.
- Generating and commenting on financial reports for board meetings.
- Downloading and filing accounts payable statements, documents and invoices, including those for PG&E, Hartford Insurance, Authorize.net, Frontier, cashiers logs and so on.

The Valley of the Moon Observatory Association (VMOA) is a 501(c)(3) non-profit organization that was established to oversee the funding, construction, and continued operation of the Robert Ferguson Observatory (RFO). The Robert Ferguson Observatory is located in Sugarloaf Ridge State Park, Kenwood, California.

Our Mission

We are volunteer amateur and professional astronomers organized as a non-profit association to provide educational programs about science and astronomy for students, the public, and in support of educators. We do this by building and operating the Robert Ferguson Observatory.

General Responsibilities:

- Handle most Quickbooks Online transactions for RFO
- Support the Treasurer in preparing official state and federal forms
- Assist the Treasurer as needed in handling banking and investment account transactions
- Perform tasks with personal integrity, consistent with the VMOA and RFO Volunteer Handbook.

Requirements:

- Embrace the mission of VMOA to bring astronomy and science education to our community
- Organized and follows through on tasks
- Experienced with for-profit or non-profit accounting
- Experienced with Quickbooks and/or Quickbooks Online
- Minimum of three years' bookkeeping experience.

VMOA Bookkeeper Position Description

Salary and Benefits

Competitive/commensurate with experience and other qualifications.

This is a part-time contract position with no benefits.

To be considered an applicant

- Email resume and cover letter to: georgel@rfo.org
- Please put Bookkeeper in the subject line
- Attachments must be in .doc or .pdf format. Do not include your resume in the body of your email
- No phone calls please

VMOA is an equal opportunity employer and makes employment decisions on the basis of qualifications. VMOA policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.