



Job Title: **Bookkeeper**

Job Description: 500 Sails is a cultural restoration project to bring back the indigenous sailing traditions of the Mariana islands, both Chamorro and Carolinian. The Bookkeeper reports to the Business Manager and the Project Controller. It is a part-time position that requires general business and office experience. Some bookkeeping and/or academic accounting experience is also required.

Job Duties: The Bookkeeper is responsible for assisting the Business Manager with:

- Providing reports to the granting agency in years 2 and 3 (joint with Project Director)
- Administering Federal funds and reporting
- Managing procurement and developing procurement procedures with Project Controller
- Assist with year-end program evaluation plan
- Planning major events (with Project Director)
- Day-to-day accounting including A/P, Payroll, preparation of monthly financial statements (will assist Project Controller in year 1)
- Day-to-day office operations
- Other duties as assigned - Very small administrative staff, you will be wearing many hats.

Qualification Requirements:

- You must be passionate about the mission and love the water
- You must have at least two years experience in a variety of accounting functions and liked it
- You must be eager to learn about administering federal funds from someone with decades of experience that is ready to teach you everything he/she knows about doing so
- You must have experience in putting on community events
- You must be reliable
- If you don't know how to swim, you need to be willing to learn
- It helps if you have a sense of humor.

Full or Part Time: Part Time

Salary Range: \$9 to \$11 / Hourly DOE