



Outward Bound Adventures Job Description

Title: Bookkeeper

Status: Non – Exempt; Part-Time (25-30 hours per week)

Reports to: Executive Director

Compensation: \$30-\$40 (depending on experience)

Location: Pasadena, CA

About the Organization

Summary

Outward Bound Adventures (OBA) is a 501(c)(3) nonprofit organization dedicated to providing leadership and environmental stewardship skills to underserved and urban youth and families for over sixty years. The OBA service area includes all of Southern California, with emphasis on Los Angeles County.

Vision

OBA will ensure that youth from diverse communities will have access to nature, environmental education, leadership development, and preparation for careers in conservation.

Mission

Changing the lives of diverse youth through challenging outdoor learning experiences.

Position Summary

The Bookkeeper is responsible for managing the organization's day-to-day financial operations, with a focus on accounts payable, accounts receivable, payroll input, and financial reporting. This role ensures accurate and timely processing of payments, deposits, and invoices, maintains financial records in QuickBooks Online, and supports budget tracking and reconciliation efforts.

Working closely with the Executive Director and Board Treasurer, the Bookkeeper prepares financial reports, monitors cash flow, and ensures compliance with internal policies and external requirements. The position also involves coordination with CPA teams, vendors, and funders, and supports grant-related financial reporting and retirement plan contributions.

This is an in-office position requiring demonstrated experience with QuickBooks Online.



Supervisory Responsibilities

- None

Duties and Expectations

Accounts Payable

- Prepare and mail payments to vendors, agencies, and contractors.
- Enter and reconcile invoices in the accounting system.
- Prepare checks in accordance with invoice approval and check signing policies.
- Maintain vendor files and track stale-dated checks.
- Research and resolve vendor payment discrepancies.
- Keep an updated schedule of recurring organizational bills.

Accounts Receivable

- Prepare and send invoices to funders, customers, and grantors.
- Record cash receipts and prepare bank deposits.
- Monitor and manage the receivables cycle to ensure timely collections.

Financial Reporting & Coordination

- Perform all QuickBooks postings and maintain accurate financial records.
- Meet biweekly with the Executive Director to review cash flow, budget-to-actuals, and balance sheet.
- Meet monthly with Board Treasurer and Executive Director to review financial statements.
- Assist with budget calculations and reporting for grants and trip-related expenses.
- Coordinate with CPA teams to reconcile financial records and provide bank statements.

Payroll & Benefits

- Transmit payroll information to the payroll company.
- Input payroll data into the accounting system.
- Prepare and submit retirement plan contributions/ prepare annual 1099s.
- Finalize and submit biweekly payroll, including adjustments and manual checks.



Other Duties

- Attend staff trainings and meetings as requested
- Perform additional tasks as assigned

Education, Experience & Qualifications

- High School Diploma or equivalent required; Associate's or Bachelor's degree preferred.
- Non-profit experience is highly preferred.
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication, including grammar and proofreading
- Warm, professional, self-motivated, and detail-oriented
- Ability to work effectively with diverse communities, including youth and families
- Comfortable in a dynamic, open office environment with frequent activity
- Passionate about OBA's mission; bilingual English/Spanish is a plus

Schedule

- **Part-Time:** 25-30 hours per week
- **Workdays:** Monday to Friday, with evening and weekend hours as needed.

Physical Demands:

- Ability to sit or stand at a desk for extended periods
- Frequent use of a computer, keyboard, and mouse for data entry and communication
- Occasional lifting or moving of office supplies and equipment (up to 25 lbs)
- Regular walking within the office and to nearby locations for meetings or errands
- Visual acuity to read screens, documents, and small print
- Ability to communicate clearly in person, over the phone, and via digital platforms
- Comfort working in a shared, active office environment with frequent interruptions and youth presence

Work Environment:

Indoors:

- Office setting with prolonged periods of sitting or standing while performing desk-based tasks



I have read this job description and fully understand the requirements of the position. I accept the position and agree to follow the requirements listed. I will perform all duties and responsibilities to the best of my ability. I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Outward Bound Adventures. I agree to abide by all the job requirements and qualifications listed above.

Employee's Signature: _____

Date: _____

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