

IAATO Bookkeeper

Job Announcement

The International Association of Antarctica Tour Operators (IAATO) is seeking a full-time post to work at our head office in South Kingstown, RI.

Key Responsibilities:

- Work with the Executive Director and Director of Governance & Administration to set up and oversee the financial record keeping of the association
- Support the Director of Governance & Administration in ensuring compliance with federal, state, and local legal requirements

Key Duties:

- Administrate all payments, invoices, taxes
- Enter all transactions in to QuickBooks
- Prepare profit and loss statement and balance sheets
- Manage and administrate all payroll related activities
- Maintain bank and credit card accounts
- Prepare and file federal, state and local reports (including 401K / 1099's / W2's)
- Prepare and manage membership billing
- Monitor Association assets
- Assist with budget and tax preparation
- General office management duties, including data-entry, mailings, ordering supplies, filing and correspondence, and member relations
- Contribute to team activities through undertaking related office tasks as needed

Position Details:

- Full time, position with competitive salary and benefits
- Reports to the Director of Governance & Administration
- Based in the South Kingstown, RI office

Essential Skills:

- 3+ years relevant experience
- Demonstrated knowledge and experience with QuickBooks Online
- Proficiency in MS Office, specifically with MS Excel
- Accurate, diligent approach to work, good initiative, excellent organizational skills, attention to detail and confidentiality

Desirable Experience/Skills:

- Bookkeeping qualification or certification
- Bookkeeping for a not-for-profit organisation/membership association
- Ability to communicate confidently and effectively
- Event planning; including the coordination of member association events
- Language proficiency in addition to English

Applications:

Please submit a CV/résumé and cover letter (or covering email) explaining your motivation for the job to recruitment@iaato.org with “Bookkeeper” and applicant’s name in the subject line. Please also fill out and submit the IAATO Employment Application. Applications to this position will not be considered without an application form. Please include the names and contact details of three references in your covering letter. Qualified candidates may be asked to participate in a profile assessment as part of the interview process.

Closing date: 24 August 2018

Tentative start date: 24 September 2018

Organization Overview:

The International Association of Antarctica Tour Operators (IAATO) is a member organization founded in 1991 to advocate and promote the practice of safe and environmentally responsible private sector travel to the Antarctic. A non-profit 501(c)(6) organization based in South Kingstown, Rhode Island USA, IAATO has more than 100 member companies across the globe. Additional details can be found online at www.iaato.org.

As a self-regulating trade organization, IAATO assists its members manage and coordinate expeditionary activities in Antarctica, providing an online and central office resource for all its members. IAATO interacts with International Antarctic Community and Regulatory bodies to encourage the highest possible operating standards for member-companies, by providing the information needed to assist their safe and environmentally responsible operations in Antarctica.

IAATO is an Equal Opportunity employer, and does not discriminate on the basis of age, race, gender, religion, or sexual orientation.