



CONNECTING FOOD,
LAND AND PEOPLE

The Wallace Centers of Iowa (WCI) is seeking a **Bookkeeper/Administrative Support** who has experience in bookkeeping and payroll. This non-profit organization (www.wallace.org) carries on the Wallace family legacy of enriching community through sustainable food and civility initiatives. The two historic locations - the Wallace Farm near Orient and the Wallace House in Des Moines - offer educational programs and community services, produce fruits and vegetables, and provide locally sourced meals. This position has been based in the Des Moines office, but could be based at either location - Des Moines or rural Orient.

Qualifications: Working knowledge of QuickBooks is essential, experience in processing payroll, and experience generating financial reports. Experience tracking grant income and expenses is a plus.

- Salary Range: \$16-18/hour depending on experience
- Up to 50 hours per month - typically 8-10 hours per week
- Immediate opening

Key components of this position are as follows:

Overview:

The Bookkeeper will support the mission of the Wallace Centers of Iowa by performing bookkeeping and human resources duties and providing some administrative/program support. The position reports to the CEO.

Responsibilities:

Bookkeeping

- Maintain accounts payable and receivable using QuickBooks accounting program
- Balance checking and credit cards monthly and endowment quarterly
- Prepare monthly financial reports
- Track program income and expenses
- Track grants including deferred revenue
- Remit payroll taxes monthly, and report 941 quarterly
- Report and remit quarterly state payroll taxes
- Report and remit quarterly unemployment taxes
- Provide information to accountant for annual 990 tax report filing
- Maintain insurances
- Prepare and distribute W2s and submit W3 report
- Prepare and distribute 1099s and submit 1098 report
- Process staff expense reports

Human Resources

- Collect new employee documentation and maintain employee files
- Process bi-weekly payroll
- Maintain pension accounts and process bi-weekly pension payments
- Maintain employee handbook

Administration

- Process donations and thank you letters
- Maintain master contact list
- Generate bulk mailings
- Track and order office supplies
- Other duties as assigned

Requirements

- Working knowledge of QuickBooks, financial reports and income and expense tracking.
- Familiarity with payroll processing and required reports.
- Self-motivated, recognize what needs to be done and coordinate its completion
- Excellent time-management and organizational skills
- Outstanding verbal communication skills
- Ability to work with diverse and multi-disciplinary teams

Please send a resume and cover letter via mail or email to:

The Wallace Centers of Iowa
Attn: Debra Houghtaling, President/CEO
756 16th Street
Des Moines, IA 50314
deb@wallace.org

Job posted: July 1, 2022