

Title	Reports to
Full-Charge Bookkeeping Assistant	Finance Director

Status	Salary
Part-time/Non-Exempt	\$18-\$23/hour
In Person, Flexible schedule	

Full-Charge Bookkeeping Assistant
Support. Steward. Strengthen.

The Idaho Botanical Garden (IBG) is seeking a detail-oriented and dependable **Full-Charge Bookkeeping Assistant** to join our team. This part-time role is ideal for someone who takes pride in accuracy, thrives in a behind-the-scenes support role, and wants to contribute to the long-term sustainability of a beloved nonprofit organization.

About Us

Nestled in the Boise Foothills, the Idaho Botanical Garden is a 32-acre living museum that connects people, plants, and nature. With 15 acres of cultivated gardens and a 10-acre expansion underway, including an Arboretum Interpretive Garden, Horticultural Therapy Garden, and Scholar Garden, we are entering a transformational era.

Our mission is clear and compelling: **Cultivate. Educate. Celebrate.** At IBG, we value respect, inclusivity, collaboration, curiosity, and approachability. We foster a coaching-centered culture where team members are trusted, supported, and appreciated.

The Opportunity

As a Full-Charge Bookkeeping Assistant, you will help ensure the Garden's day-to-day financial operations run smoothly and efficiently. You'll be responsible for accurate data entry in QuickBooks Online, completing reconciliations, processing payments, and supporting finance processes that are essential to our mission. This position works closely with the Director of Finance and supports both daily and monthly financial tasks across departments.

If you have a sharp eye for detail, a love of numbers, and an appreciation for the behind-the-scenes work that helps a nonprofit thrive, this could be the perfect fit for you.

Key Responsibilities

Ensure Accuracy

- Perform daily bookkeeping in QuickBooks Online, including data entry and accounts payable.
- Enter and reconcile ACH, credit card, and uncleared transactions.
- Complete monthly bank reconciliations and accrual entries.
- Assists with processing payroll and submitting monthly journal entries.
- Assist with tracking and reconciling inventory records.

Support Our Systems

- Generate invoices and reports related to IBG's site rental program.

- Assist with general financial recordkeeping and year-end preparation.
- Help maintain internal controls and follow finance procedures.
- Provide administrative support for other finance-related tasks as needed.

Contribute to the Mission

- Work collaboratively with other departments to support program and event accounting.
- Maintain professionalism and confidentiality in all financial matters.
- Embrace a learning mindset and grow your knowledge of nonprofit accounting.

What You Bring

- Experience with QuickBooks Online, Paylocity, and strong Excel skills required.
- Familiarity with platforms like Ramp or Bill.com a plus.
- Understanding of general bookkeeping and accounting principles.
- Knowledge of tracking restricted funds or nonprofit accounting preferred.
- Experience managing multiple tasks and timelines with accuracy.
- Ability to follow written and verbal instructions and internal policies.
- A collaborative spirit, strong organizational habits, and attention to detail.
- Practice safe work habits and awareness of risk management procedures.

Requirements

- Education and/or equivalent experience in bookkeeping or financial support.
- Availability to work onsite at the Garden, with a flexible schedule of approximately 10–20 hours per week; hybrid work possible after probationary period.
- Ability to pass a background check.

Why Join Us?

- **Work with purpose:** Support a mission-driven team, working to grow, educate, and inspire.
- **Build your skills:** Expand your experience in nonprofit finance in a supportive environment.
- **Be part of a great team:** At IBG, we trust and value each other, assume positive intent, and celebrate progress together.

To Apply

Please send a resume and brief cover letter to hire@idahobotanicalgarden.org. Applications will be reviewed on a rolling basis until the position is filled.