

The Company

Walking Tree Travel is a privately owned company that specializes in providing international adventures for students. Walking Tree and the Smithsonian Institution collaborate to create Smithsonian Student Adventures. Our mission is to inspire individuals to become global citizens by taking an active interest in the world around them. Our adventures focus on cultural and language immersion, community service, leadership training, conservation projects, and adventure travel. Visit our website at walkingtree.org to learn more.

The Job

We are seeking a part time bookkeeper and financial consultant who is available to work 1-2 days a week with our core team in Denver. This person would help with the following, among other items:

Bookkeeping through Quickbooks Online

- Income and expense classification including class tracking
- Maintaining automated links with bank and credit cards for daily importing and classification of transactions
- Matching payments in un-deposited funds to daily deposits
- Monthly reconciliations
- Chart of accounts management
- Balance Sheet and Profit and Loss Preparation and Reporting
- Accounts Payable and Expense Reimbursement Processing
- Fixed Asset Management and book to tax entries
- Calculation, preparation and distribution of 1099s, W-9 form requests and record keeping

Payroll

- Full Service Payroll Manager of Intuit Multi-State Monthly Payroll Processing
- Ensure HR documents are collected and filed and employment eligibility verified
- New hire reporting
- Federal and multi-state W2 filings
- New state setup (as needed) including state WH and SUTA account applications, ensure workers comp coverage is maintained for all states with active employees, misc payroll mail management from government agencies.

Reporting

- Help to develop monthly standardized review procedures with upper management
- Annual budget creation and monitoring via budget v. actual reporting
- Cash flow forecasting and monitoring
- Periodic affiliate royalty and minimum guarantee calculation and reporting, ensuring completion of program end operating results and reporting as well as financial consulting as needed.

The Candidate

The ideal candidate will be working with senior management on a daily basis, be highly motivated to pursue long-term growth with our company, and have the following qualifications:

- Proven track record of financial management for a small to medium sized company
- Minimum of five to seven years experience with financial statements and reporting as well as budget and cash flow creation and monitoring
- B.A in Accounting
- Advanced knowledge of Quickbooks Online and intermediate knowledge of MS Excel or other spreadsheets
- Experience with tax return preparation helpful but not necessary - at minimum a knowledge of tax implications

Compensation

Compensation is commensurate with experience and expertise. This could be a salaried employee position or hourly contractor.

To Apply

Please send your resume and a brief email to gabriel@walkingtree.org with the subject line *Your New Financial Consultant*. **Start date is ASAP.**

Onward.



Smithsonian
Student Adventures



Walking Tree Travel