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WEST VALLEY HUMANE SOCIETY

Part Time Bookkeeper

West Valley Humane Society is a young, dynamic, and innovative animal shelter serving Canyon County, Idaho with animal welfare services. The shelter is seeking a part-time Administrative Assistant who is passionate about animals, a creative thinker, and eager to help make our community a kinder and more compassionate place for animals in need.

West Valley Humane Society has a mission to reunite animals with their families and pave the way for the next generation through public outreach, promotion of the human-animal bond, community engagement, and humane education.

The shelter prides itself on developing creative community solutions and maintaining high live outcome rates for stray and surrendered animals.

The shelter is located in Caldwell, Idaho

Position Title:

Part Time Bookkeeper

Reports to:

Shelter Operations Manager

Salary:

\$20-\$25, DOE

Duties and responsibilities:

- Recording daily financial transactions into QuickBooks
- Updating the general ledger
- Maintaining and filing documents for taxation compliance
- Monitoring cash flow
- Producing financial reports
- Managing accounts payables and receivables
- Create and distribute invoices
- Fact-checking accounting data



- Prepare payroll for third-party processor
- Perform month bank reconciliations
- Making regular bank deposits
- Onboard new employees
- All other tasks as assigned

Qualifications:

- Be able to learn assigned tasks readily.
- Be able to deal tactfully and effectively with the public.
- Be able to acquire a working knowledge of state, county, and city laws and ordinances as they relate to billing in an animal shelter.
- Meet general appearance standards as defined for public contact work.
- Experience with QuickBooks and Microsoft Office Suite and the ability to learn other computer programs specific to animal shelter management.
- Be able to learn and follow WVHS philosophy related to adoptions, surrenders, euthanasia, and show courtesy toward all clients, co-workers, and volunteers.
- Be able to multi-task in a sometimes fast paced and stressful environment.
- Must be at least 18 years of age.
- Maintain a valid Idaho driver's license.

Education/Experience:

Highschool diploma/GED required

Availability:

WVHS is open to the public 6 days a week and all but 8 additional holidays a year. Availability and a willingness to work a flexible schedule are required.

Exempt/Non-exempt:

This is a non-exempt, part-time position.

Supervisory Responsibilities:

None.

Job Scope:

Perform duties independently with minimal supervision, operating from specific and definite instructions and directions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures.