



Job Posting: Bookkeeper

Organization: Savannah Station Therapeutic Riding Program

Location: Yukon, Oklahoma

Position Type: Full-time

Reports To: Executive Director

About Savannah Station Therapeutic Riding Program

Savannah Station Therapeutic Riding Program is a Christ-centered nonprofit organization dedicated to improving the physical, emotional, and mental well-being of individuals with disabilities through therapeutic horseback riding and equine-assisted activities. We are seeking a reliable, detail-oriented Bookkeeper to support our mission by maintaining accurate financial records and ensuring strong financial practices.

Position Summary

The Bookkeeper is responsible for managing day-to-day financial transactions, maintaining accurate records, and supporting financial reporting for the organization. This role is ideal for someone who is organized, trustworthy, and experienced with nonprofit bookkeeping.

Key Responsibilities

- Record and reconcile all financial transactions, including accounts payable and receivable
- Maintain general ledger and chart of accounts
- Process invoices, payments, and deposits
- Reconcile bank and credit card statements monthly
- Track donations, grants, program income, and restricted funds
- Maintain accurate donor and financial records in the organization's CRM - Donor View
- Coordinate financial data between QuickBooks Online and CRM platforms
- Assist with payroll processing and payroll reporting
- Prepare monthly and quarterly financial reports for leadership and board review
- Support annual budgeting and audit preparation
- Ensure compliance with nonprofit accounting standards and internal controls
- Maintain organized financial files and documentation

Qualifications

- Proven experience as a Bookkeeper or in a similar accounting role
- High level of efficiency and accuracy using **QuickBooks Online**

- Experience working with **CRM systems**, preferably for donor or client management
- Experience with nonprofit accounting preferred
- Strong understanding of basic accounting principles
- High attention to detail and accuracy
- Ability to handle confidential financial information with discretion
- Strong organizational and time-management skills
- Ability to work independently and meet deadlines

Work Environment & Schedule

- Fulltime schedule
- Supportive, mission-driven team environment

Compensation

- Competitive hourly rate, commensurate with experience

How to Apply

Please submit a resume, references, and brief cover letter outlining your bookkeeping experience and interest in our mission to:

Andi Holland, Executive Director

Email: Ed1@SavannahStation.org

Subject Line: Bookkeeper Application

As a Christ-centered organization, Savannah Station TRP does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.