

Job description

Accountant/Bookkeeper / Office Manager

Job description

The Oregon Trail Community Foundation is an area nonprofit whose mission is to serve our community as a catalyst for community projects, promote the spirit of charitable giving, and respond to community needs as a trusted steward of long-term gift arrangements.

We are looking for a part-time (20-30 hours a week) Bookkeeper to organize and coordinate accounting duties and office procedures. Your role is to manage the day to day accounting, correspondence, and to maintain high levels of organizational effectiveness, communication and excellent customer relations. Previous experience as a bookkeeper is a MUST. A successful bookkeeper should have experience with a variety of office software (Microsoft email tools, spreadsheets and databases) and office equipment and be able to accurately handle administrative/ accounting duties and be able to reconcile bank statements, run financial reports, and work independently and with the public. Ultimately, the bookkeeper should be able to ensure the smooth running of our organization, ensure adherence to company policy and improve company procedures especially day-to-day operations.

Responsibilities

Primary Duties and Responsibilities

- Provide ongoing bookkeeping and administrative support to the office, driving organizational success through the management of daily operations and special projects.
- Provides assistance with donor management record keeping and fundraising including events.
- Work closely with the Executive Director and Board of Directors finance committee, making the director aware of issues and/or concerns.
- Handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Monitor, manage and maintain office equipment and supplies; request repair or restocking when necessary.
- Produces reports as required.
- Uses and understands Microsoft Office Suite, and other business-specific software and other accounting software program (APLOS a PLUS)

- Answers incoming internal and external customer calls and provides exceptional customer service by using critical thinking, problem solving and/or forwarding the information to the appropriate person.

Skills

- Experience with bookkeeping, and specifically with fund accounting. Will train the right person.
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. scanners and printers)
- Familiarity with email scheduling tools, like Outlook
- Familiarity with donor management a plus
- Excellent time management skills and ability to multi-task and prioritize work
- Extreme attention to detail and excellent problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an Accountant/Bookkeeper or Office
- Manager of 2-5 years

Job Types: Part-time (20 hours per week)

Pay: \$20.00 per hour or more, depending on experience

Job Type: Part-time

Pay: \$20.00 - \$23.00 per hour

Expected hours: 20 – 30 per week

Benefits:

- Flexible schedule
- Health insurance
- Retirement plan

Schedule:

- Monday to Friday

Work Location: In person



Oregon Trail Community Foundation

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____