

Job Description - Administrative Assistant/Bookkeeper

15-20 hours per week (flexible hours)

\$16-18 per hour

The administrative assistant/bookkeeper reports to the Executive Director. A strong candidate will be experienced using Quickbooks Online, Google Docs, Google Sheets, Google Forms, Excel, WordPress, database systems. We use Network For Good (NFG) to track donors, acknowledge donations, monitor tuition payments, create newsletters and other forms of communication, and run reports.

Primary Duties

- Track rider tuition payments as they come and enter into Google Sheet.
- Communicate with parents about late tuition.
- Keep QuickBooks organized and up to date.
- Go to the post office and bank once each week.
- Enter non-online donations into the NFG system.
- Monitor donors in NFG and fix duplicate accounts.
- Prepare bank deposits.
- Prepare thank you letters for major donors, sponsors, and grant funders.
- Reconcile bank statements monthly.
- Reconcile credit card statements monthly.
- Collect receipts for in-kind donations and enter them into QuickBooks monthly.
- Prepare timesheets for staff, summaries hours, run payroll.
- Ensure that payroll forms are filed and taxes are paid.
- Write checks for the Executive Director to sign as invoices arrive (most are on auto-pay).
- Record and distribute minutes of monthly staff meetings.
- Assist with Summer Bike Camp registration, Fall Fondo, Scavenger Hunt, and other special events throughout the year.
- Prepare monthly e-newsletter.
- Assist with twice yearly appeal letters.
- Work with accountant to prepare tax form 990 each year.
- Update website as needed using WordPress.
- Check phone messages and return calls.
- Other duties as assigned.

To apply, send a cover letter and current resume to admin@elgrupocycling.org.