



## Job Announcement: Accounting & Development Administrative Assistant

Position closing date: open until filled

Anticipated date for first round interviews: 3/11-3/25/2020

Anticipated start date: 4/20-4/27/2020

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**Job Title:** Accounting & Development Administrative Assistant

**Position Compensation Range:** \$37,440-\$41,600 per annum (hourly, non-exempt)

**Full-Time:** 100% FTE / 40 hours per week

**Benefits:** Medical, dental and vision insurance; paid time off/flex holidays, retirement plan

**Organization size:** 42 employees

**Reports to:** Finance Manager

**Location(s):** Watsonville and Salinas

**To Apply:** please send the following to [ximena@digitalnest.org](mailto:ximena@digitalnest.org)

- Cover Letter
- Resume
- 3 professional references

### PRIMARY RESPONSIBILITIES

The Accounting & Development Administrative Assistant will perform administrative duties related to Accounting and Grants Management. The position will be formally supervised by the Finance Manager and will perform routine duties that support the Finance & Accounting Department, the Development Department and potentially the Human Resources Department and bizzNEST, Digital NEST's affordable business consulting social enterprise.

### Grants Management

- Maintain Digital NEST's Grant tracking systems, including but not limited to:
  - Monitoring the on-time completion of all tasks for "onboarding" new grant awards by the appropriate staff according to the tracking checklist. Checklist items include:
    - Proposal & Budgets Based on Awards Template
    - Deliverables and Report Tracking Form
    - Identifying discrepancies between budget request and funds awarded
    - Identifying discrepancies between the scope of work (SOW) deliverables required in the award agreement and the funds awarded
    - Signing and returning of award letter
  - Ensuring that checklist tasks have been done completely and accurately; re-routing task work back to the appropriate checklist staffer when incomplete or inaccurate
  - Tracking important dates such as reporting deadlines and reapplication dates and reminding key NEST personnel when such dates are approaching
- Maintain records for all past and current grants

## **Bookkeeping**

- **Accounts Receivable**
  - Prepare invoices and send to consulting clients through the bizzNEST Client Relation Management (CRM) system
  - Enter invoices into Quickbooks for multiple departments
  - Follow up on payments
  - Reconcile bizzNEST Client Relation Management (CRM) totals to Quickbook totals
  - Maintain CRM Accounts Receivables with all communications and correspondences
  
- **Accounts Payable**
  - Maintain a purchase order log
  - Purchase supplies through our standard, online vendors, (e.g. Palace, Amazon, etc.)
  - Process and manage all staff approved purchase order requests, reimbursements and travel expenses
  - Delivery of products  
Perform inventory assessment and maintain inventory of standard supplies
  - Enter credit card receipts into Quickbooks
  - Reconcile credit card receipts to card use logs;/Perform pre-statement reconciliations
  - Enter vendor bills into Quickbooks
  - Record day to day financial transactions
  - Prepare a report for payment to vendors
  
- **Payroll**
  - Collect timesheet data and payroll information
  - Enter data into payroll and administrative databases and software programs
  - Prepare and process paychecks and direct deposits
  - Maintain accurate records of payroll documentation and transactions
  - Respond to payroll-related inquires and resolving concerns

## **Human Resources**

- Facilitate and monitor completion of required documentation and other required processes for onboarding newly-hired employees
- Track employee trainings

## **General Staff Responsibilities**

- Attend weekly All-Staff meetings
- Proactively communicate the goals of career development and positive youth development to Digital NEST members and stakeholders
- Other duties that fit within the position's required general knowledge and skill areas, as assigned

## **QUALIFICATIONS:**

- Proven experience as an Administrative Assistant with bookkeeping knowledge
- Proficiency in MS Office (MS excel, MS Outlook and MS Word) and/or Google Suite
- Non-profit bookkeeping and job costing
- Experience performing basic payroll administration
- Proficiency in Quickbooks and other financial software
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Highly accurate data entry skills
- A knack for numbers
- Hands-on experience with spreadsheets and/or database systems, such as Salesforce, DonorPerfect, Raiser's Edge, or similar systems
- High degree of accuracy and attention to detail in the performance of administrative tasks
- The ability to work efficiently, juggle tasks simultaneously, meet deadlines, and achieve goals
- The ability to multitask and prioritize quickly and professionally in response to requests from the Executive Director, Director of Development, and Finance Manager
- Excellent interpersonal skills and ability to interact professionally with a wide range of people, including Digital NEST staff, colleagues, members, clients, and external organizations
- Excellent communication skills and exceptional attention to detail and follow-through

## **PHYSICAL REQUIREMENTS:**

- Dexterity and coordination, sufficient to perform essential functions
- Ability to perform administrative and computer-based tasks for up to 4.5 hours at a time
- The ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.)
- Applicant must be free of any physical condition, which, in the opinion of their physician, could be substantially aggravated by the job requirements or result in injury to the applicant
- Ability to lift/carry/push/pull objects that weigh up to 15 pounds as needed

## **OTHER REQUIREMENTS:**

- Be an evangelist for: a) the NEST values and mission, b) the positive aspects of communities in Watsonville and Salinas
- Provide the general support to NEST fundraising efforts expected of all staff by: speaking articulately and accurately about how we accomplish our mission
- Follow organizational policies and procedures (e.g. keeps calendars and other documentation up-to-date, attends mandatory meetings); proactively and promptly communicates problems with policies and procedures to supervisor

- Serve as a positive role model for Members, especially in relation to holding others in positive regard, mutual respect social enterprise, career aspirations and becoming tech-savvy; live by and enforce the community code of behavior
- Proactively provide co-workers with praise for work done well and with constructive criticism aimed at performance improvement
- Occasionally participate in NEST evening and weekend programs; facilitate youth involvement in these programs and events
- Transport her/himself to NEST facilities and to outreach locations; occasionally transport NEST youth to programs/events
- Performs other duties and tasks assigned by supervisor
- All individuals hired to work at Digital NEST must be able to uphold our core set of values that allow us to nurture the full potential in the youth we serve, in our community, in our colleagues and in ourselves. Digital NEST employees are expected to:
  - Act with love
  - Hold other people in positive regard
  - Serve as a positive role-model for the values, attitudes, and behaviors that will inspire youth to live meaningful lives
  - Embrace the open-minded sharing of ideas and perspectives within a multicultural workplace
  - Promote equality, challenge injustice, expand opportunity, and empower individuals, families, and groups to participate in the economic, political, and cultural life of society.
  - Promote and live a healthy lifestyle
  - Act locally and think globally
  - Be open to a co-creative process
  - Value and promote a growth mindset

Digital NEST, Inc. is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

**TO APPLY:**

Please send Cover Letter, Resume, and 3 professional references to [ximena@digitalnest.org](mailto:ximena@digitalnest.org).

In your Cover Letter, please include statements about why you are interested in working in nonprofit Accounting and Development, and why you are interested in working for Digital NEST in particular.