

Digital NEST JOB DESCRIPTION:

JOB TITLE: **OFFICE COORDINATOR/BOOKKEEPER**

POSITION TYPE: Full Time/Part time

COMPENSATION RANGE: \$38,000-\$42,000, Full medical, dental and vision insurance

LOCATION: Watsonville

REPORTS TO: EXECUTIVE DIRECTOR

DUTIES

Office Support

- Develop, organize and maintain administration policies and procedures as necessary
- Contract management
 - Manage contracts of all independent contractors and service providers
 - Manage contracts for bizzNEST clients
- Assist in the onboarding process for new hires
 - Ensure new hire paperwork completed and filed
 - Conduct new hire orientation
- Maintain personnel files
- Address employees queries regarding basic administrative and back office management issues (e.g. stationery, Hardware and travel arrangements)
- Training staff to basic procedures and ensuring compliance with policy-enacting procedures.
- Develop and manage electronic and paper document filing systems
- Support Operations Manager with building needs, purchases of office and janitorial supplies
- Schedule travel, meetings and appointments for Executive Director and other Directors
- Assist with logistical coordination and purchasing for in-house or off-site activities and events, eg parties, celebrations and conferences
- Assist Executive Director and Enterprise Director with administrative tasks as assigned

Bookkeeper

- Record day to day financial transactions and complete the posting process
- Participate in the development of, organize and maintain accounting policies and procedures
- Close out the books on a monthly basis
- Assist with the completion of tax forms
- Enter data, maintain records and reports and financial statements for programs, departments and organization
- Process accounts receivable/payable for all Digital NEST accounts including bizzNEST services
- Collect and submit payroll for all employees to our payroll provider.
- Process and manage all staff approved purchase order requests, reimbursements, and travel expenses

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.

QUALIFICATIONS:

- Proven ability to work both independently and with a team
- Able to meet changing and short project deadlines
- Proven ability to balance priorities
- Independent, constructive problem-solver; capacity to suggest improvements to systems, policies and procedures
- Follows policies and procedures; proactively and promptly communicates problems with policies and procedures to supervisor
- Excellent time management skills and ability to multi-task and prioritize work
- Proactively provides co-workers with praise for work done well and with constructive criticism aimed at performance improvement
- Familiarity with meeting scheduling tools, like Doodle
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Valid California Driver's License, proof of insurance
- Ability to travel as required

EDUCATION AND SKILLS REQUIRED:

OFFICE COORDINATOR

- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Proficiency in MS Office (MS Excel and MS Outlook, MS Word)

Bookkeeper

- Proven bookkeeping experience
- Proficiency in QuickBooks (QuickBooks Online highly preferred)
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Highly accurate data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets
- High degree of accuracy and attention to detail

PREFERRED SKILLS:

- Spanish-English bilingual
- Culturally sensitive, gender-aware

Please send cover letter and resume to Jacob@digitalnest.org