



BAY AREA
OPEN SPACE COUNCIL

Job Announcement Accounting and Administrative Coordinator

The position

We are looking for an outstanding new team member to join our organization as an Accounting and Administrative Coordinator. This is a great opportunity for someone who enjoys working with finances and numbers and is willing to learn new skills and systems as needed, is experienced with databases and spreadsheets, possesses strong organizational and interpersonal capabilities, is organized and pays attention to details, works well in a collaborative environment, and is enthusiastic about our mission. This position will play an important role in our next phase of organizational growth, and we are looking for someone who wants to grow their career with us.

The Accounting and Administrative Coordinator is a part-time, 32-hour a week position that reports to the Executive Director. This position supports the accounting needs of the organization, and provides some administrative support to the Executive Director, the Board of Directors and the Advisory Council. The person in this position will play a key role in maintaining a positive organizational culture, and will ensure operations are well-managed, take initiative in all tasks, and perform other duties as needed and assigned. The Accounting and Administrative Coordinator reports to the Executive Director, works closely with the Director of Development, an external CPA firm and supports meetings of the Board of Directors and Advisory Council.

Primary duties and responsibilities

Accounting

- Record and track general ledger, accounts payable, accounts receivable and payroll activities.
- Process and manage accounts receivable/payable.
- Prepare monthly journal entries including payroll from sub-ledger systems.
- Reconcile bank accounts and other balance sheet accounts.
- Support project accounting, time keeping and budget tracking, create fee-for-service and other invoices.
- Provide support to the staff on HR needs such as ensuring timely benefits delivery and insurance enrollment.
- Compile, retrieve, and update accounting data in a timely, accurate, and consistent manner.
- Work with external CPA firm to maintain the integrity of all financial information and ensure required information is exchanged promptly and accurately.
- Provide management with general accounting inquiry reports for review as requested.

Administration

- Work closely with the Executive Director, maintain an office that is professional, well managed, friendly, and organized.
- Execute day-to-day operations and systems, such as document management, ordering supplies and office equipment maintenance.

- Provide administrative support to the Executive Director as needed, primarily with meeting prep and scheduling, and provide follow up materials and information when requested.
- Schedule and support administrative governance activities such as meetings of the Board of Directors, board committees and the organization's Advisory Council.

Required Knowledge, Skills and Abilities

- Expertise with QuickBooks.
- Strong organizational skills with attention to detail and follow-through.
- Customer service focused while being reliable, adaptable, flexible, and dependable.
- Ability to prioritize workflow and meet deadlines.
- Excellent interpersonal skills with an emphasis on and comfort with oral and written communications.
- Problem solving skills and initiative.
- Demonstrated commitment to diversity and experience in inclusive collaboration with organizations and individuals.
- Integrity and honesty in dealing with financial matters and donor information.
- Ability to effectively use computer systems, databases, and is skilled in using Microsoft applications (with a strong proficiency in Excel) and cloud-based applications (Google docs and Freshbooks).
- Ability to work both independently and as a member of a team.
- Able to develop and maintain strong, respectful and trusted working partnerships with external finance consultants and in-house staff.
- Comfortable working in an open office environment.

Attributes

Experience working in a non-profit organization is highly desirable. We are looking for someone who is resourceful, professional, reliable, and ready to dive in. We are a small organization of six staff with a big 28-year history of accomplishments. The successful candidate needs to be detail-oriented and comfortable with multi-tasking while focused on the end goal. The Council values team work and our strong culture of respect and mutual support. We seek someone to join us who will bring their skills and talents to enrich our organization with their expertise, experience and a willingness to be a part of taking the Council to the next level of success.

Required Experience and Education

- Bachelor's degree or equivalent combination of training and experience.
- A minimum three years-experience and a proven track record in bookkeeping, donor databases, and/or office administration.

Work Environment

Shared work space within a 50,000 square foot LEED platinum rated Green building, located in Downtown Berkeley. We are conveniently located one block from BART, close to parking and other public transit options, many restaurants, and the vibrant UC Berkeley campus. We offer a pleasant office environment, which is climate controlled and offers natural office lighting. The hours of normal business operation are Monday-Friday, 9-5:30 pm.

Physical Requirements

Must be able to read, write, and communicate fluently in English. Position requires the ability to continuously sit, type, and have visual capacity to work at a computer workstation. Occasionally lift/carry up to 30 pounds to and from buildings for presentations, conferences, and other events. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, our office building has an elevator and is designed for accessibility.

About the Open Space Council

The Bay Area Open Space Council is a unique network of 75 member and supporter non-profits, public agencies and businesses in the greater San Francisco Bay Area region. The Council's members have collectively stewarded and protected over 1.4 million acres of parks, open space, conserved farmland and recreational resources that serve tens of millions of people annually.

The Council's programs are executed through our four program areas. The *Science Program* created the Conservation Lands Network, an analysis and data tool that established a long-term goal of conserving two million acres of priority lands in the greater San Francisco Bay area. The organization's *Policy Program* engages in legislative, policy and advocacy work to increase public funding available for land conservation efforts in our region. Our *Convene Program* fosters engagement by our member organizations by organizing events such as our quarterly meetings called "Gatherings" and through our annual Open Space Conference that is attended by over 500 participants. And our *Engage Program* cultivates an active and engaged general public network in support of the region's land conservation goals. Learn more about our work and organization at www.openspacecouncil.org

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.

Salary and Benefits

This position is a non-exempt position working thirty-two hours per week (the regular work week schedule during office hours to be negotiated with the successful candidate), with pay commensurate with education, experience, and qualifications. More hours are possible as the organization continues to grow.

To Apply

Interested applicants are encouraged to send a resume and cover letter by email to: **hr@openspacecouncil.org** with "Accounting and Administrative Coordinator: name" in the subject line. Please attach a single Word or PDF file that includes a cover letter and resume. In your cover letter, please describe how you learned of the opening, why you are interested, and about your qualifications.

No phone calls, please. Position start date expected in August 2018.