



**NORTHEASTERN & CENTRAL CALIFORNIA
AND NORTHERN NEVADA**

JOB DESCRIPTION

JOB TITLE: Office Coordinator

RESPONSIBLE TO: Accounting & Facilities Manager

Job Summary:

The Office Coordinator is responsible for supporting office operations for all chapter locations. The main duties of this position include answering the main phone lines for all offices and answering the front door for the Sacramento office. In addition, the duties include assisting with accounts payable and maintenance of the facility. The Office Coordinator will work closely with the Accounting & Facilities Manager to order and manage office supplies and office equipment for all offices.

General Job Description:

Answer the main incoming phone lines for all chapter locations

Answer the front door for the Sacramento office

Open the mail daily; distribute mail/invoices to staff

Prepare the deposit log for all deposits and go the bank when needed

Assist with entering accounts payable invoices, including accurate coding and paying bills

Assist with paperless accounting processes and procedures

Mail out paid bills and other items as prepared by the Accounting & Facilities Manager

Maintain the accounting file cabinets

Order and manage, order and distribute supplies for all offices

Manage the office, kitchen and bathroom supply inventories for the Sacramento office

Assist with building maintenance and computer equipment issues as needed

Assist with overseeing use of audio-visual and computers in the office

Assist with year-end audit and other accounting duties, as required

Qualifications:

- To be successful, an individual must be able to perform each job duty satisfactorily.
- Candidate will have 3-5 years office administrative experience with high level organizational, collaborative skills and the willingness to support productive team work.

Education and Experience:

- Possess a high school diploma and/or college degree
- Accounting or accounts payable experience is preferred

Skills:

- Proficient in basic computer applications, such as word processing, spreadsheets, Raiser's Edge, Outlook and internet usage
- Possess organization and project planning skills
- Must be a positive role model and collaborative team player
- Excellent customer service skills

Capabilities:

- Demonstrates capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or difficult situations.
- Demonstrates capability to effectively communicate orally and in writing.
- Ability to work well with a diverse group of staff and volunteers.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Ability to work productively in an unstructured environment with frequent interruptions.

Time commitments:

Full-time, non-exempt, regular employment status

Occasional evening or weekend fundraising events, as needed

To Apply:

- Visit our website
- Email your resume to Debbie Hurst at dhurst@necannv.wish.org