

# Job Description - Bookkeeper & Administrative Assistant

Title: Bookkeeper & Administrative Assistant

Reports to: Executive Director of the Poudre Heritage Alliance

Location: Cache la Poudre River National Heritage Area (Fort Collins/Greeley, CO)

**GENERAL STATEMENT OF DUTIES**: Performs administrative duties for the Executive Management and fulfills functions related to management of the day-to-day operations of the Poudre Heritage Alliance office. This position performs a wide range of bookkeeping and office support activities for the Executive Director and Board to facilitate the efficient operation of the organization. (Part-time or full-time options are available.)

The Poudre Heritage Alliance (PHA) is the managing entity for the Cache la Poudre River National Heritage Area (CALA), with its administrative offices located at the Colorado Welcome Center in Fort Collins, CO. The Heritage Area includes 45 miles of the river corridor, from the Roosevelt National Forest to the confluence of the Poudre with the South Platte River in Greeley. PHA serves a population of over 600,000 people in Larimer and Weld Counties through its programs that PROMOTE learning, ENGAGE the public, and INSPIRE stewardship.

**SUPERVISORY RESPONSIBILITIES**: Works under the general supervision of the Executive Director while helping oversee general office operations and bookkeeping processes.

**DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned.

#### **Bookkeeping:**

- Handle bank deposits and invoice/billing requirements
- Update/maintain budgets and track grants via QuickBooks and Microsoft Excel
- Perform monthly, quarterly, and/or yearly account reconciliations and reports as needed
  - o Includes monthly Treasurer's report and others as requested by Executive Director
- Support yearly audits in conjunction with accounting firm
- Informs annual report and economic impact analyses as needed
- Manage PHA accounts and subscriptions such as Microsoft 365, Adobe Creative Suite, TechSoup, Colorado Nonprofit Association, etc.
- Assist with completing Federal funding reimbursement forms that include income, expenses, and match/in-kind totals
- Help prepare 1099s and other tax forms as needed
- Administer payroll through QuickBooks and assist Executive Director with benefit management for organizations

#### **Administrative Support:**

- Organizing/maintaining electronic and paper files/records
- Help answer, screen, and transfer inbound calls
- Support through general clerical duties such as photocopies, fax and mailings, ordering office supplies, and tracking inventory



 Prepare official documents and distributing: as needed through drafting, editing,

- Meeting agenda packages and minutes, for both board and committee meetings
- General correspondence, reports, and presentations
- o Federal, state, and other grant reporting as needed
- Research and secure travel arrangements for Executive Director and other staff for conferences, trainings, and meetings
- Assist Executive Director in planning, scheduling, and attending meetings, conferences, events, open houses and activities as needed
  - o Examples include creating/managing Doodle polls, setting up rooms/equipment, etc.
- Public relations and marketing
  - o Edit and update documents/information on website and other marketing materials as needed
  - o Prepare for and attend community events as needed
- Coordinate with IT consultants for office technology, software issues, and website updates

### **DESIRED QUALIFICATIONS:**

#### **Education and Experience Required:**

- Bachelor's Degree from an accredited college or university in Finance, Accounting, Public Administration, Business Administration or a related field
- 1-2 years' experience of increasing responsibility in a similar position
- 2+ years' experience with QuickBooks non-profit integrations and human resource management

## **Education and Experience Preferred:**

Familiarity with federal grant reporting processes

#### **Necessary Knowledge, Skills, and Abilities:**

- Self-Motivated
- Teamwork
- Flexibility & Adaptability
- Prioritizing
- Attention to detail and accuracy

- Planning and organization
- Communication skills written and verbal
- Problem assessment and problem solving
- Computer Skills
- QuickBooks Nonprofit version

**TOOLS AND EQUIPMENT USED:** Personal computer, word processing software, spreadsheets, copy machine, fax machine, telephone, various other office equipment, and automobile. Examples of computer software include, but not limited to:

- QuickBooks and other types of accounting/budgeting software
- Microsoft Office Suite, Adobe Creative Suite, Donor/Volunteer Management software, and Website design

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, drive, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-25 pounds. The employee is occasionally required to lift more than 25 pounds, stoop, kneel, crouch, and crawl.



Specific vision abilities required by this job include normal vision to perform routine observation, reading and writing; moderate vision to operate equipment such as calculators, typewriters, and/or word processors; close vision for reading detailed charts or computer printouts, operating vehicles or equipment requiring depth perception.

**WORK ENVIRONMENT AND GENERAL INFORMATION:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a climate controlled office environment but may be exposed to extreme cold/heat and wetness/humidity on an occasional basis. The noise level in this environment is usually moderate.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**SALARY RANGE:** Range is based on Colorado Nonprofit Association 2018 Salary Survey for Larimer/Weld Counties with organizational budgets under \$500,000.

- \$32,000 \$38,000 for full-time employee (range does not include value of benefits package)
- Benefits package includes health, dental, vision, life & disability insurance, 401k match (up to 3%), two
  weeks' vacation, sick time, and standard holiday schedule (available for full-time employees only working
  30+ hours per week)

**HOW TO APPLY:** Candidates must submit their resume, cover letter, and a listing of at least three references via one PDF file to admin@poudreheritage.org. Applications will be accepted until the position is filled.

Approved by:	
Executive Director	Date
Reviewed by:	
Board Chairperson	Date
Received by:	
Employee	Date