

Neighborhood Partnerships Job Description Office Coordinator + Bookkeeper

Compensation

Fulltime position—40 hours/week. \$18-\$22/hour, depending on experience. Health, vision, and dental insurance; annual 401K contributions; long term disability insurance; life insurance; transit pass or parking; paid vacation and paid sick leave; paid holidays. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Location and Schedule

The Office Coordinator + Bookkeeper will work from NP's office. This position is primarily an internal facing position with some contact with board members, donors, grantees, partners and contractors. This position does not involve travel except to our annual, two day conference held each fall in Salem, Oregon. This is a full-time position. Because of the support nature of this position, there is limited flexibility of schedule, with 40 hours to be completed in the office Monday through Friday within the hours of 7:00am and 6:00pm.

About Neighborhood Partnerships

Neighborhood Partnerships (NP) has worked for 30 years to create a better Oregon, one in which we all can achieve housing stability and build financial security. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration.

NP manages the Oregon Individual Development Account (IDA) Initiative. We raise funds, collect data and monitor the IDA-related work of ten non-profit direct service partners. With an IDA, Oregonians with low incomes have their savings for an education, home, small business or other investment matched by funds generated through an Oregon state tax credit.

NP is the convener of the Oregon Housing Alliance, a coalition of over 90 organizations who believe that everyone needs a safe, stable and affordable place to call home. The coalition is dedicated to helping shape state housing policy and increasing the funding available to meet the needs of Oregon's communities.

NP is a team of about a dozen employees, committed to building a more equitable Oregon. We are committed to devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position

The Office Coordinator + Bookkeeper will work directly with the Director of Operations and Finance, as well as supporting the organization as a whole to maintain the smooth running of day-to-day operations.

This is a vital and valued role on our team, and is relied upon by the entire staff. It requires the ability to stay on task and focus on your work, while remaining adaptive in a dynamic environment. The Office Coordinator + Bookkeeper will be the first person visitors to our office see, so we need someone who is happy and friendly greeting visitors. They will spend most of their time on solo tasks, with conversations and activity around them. When the job is done well, much of it will be invisible.

We are looking for someone who is excited to jump right in to a new role, someone who loves a good spreadsheet, is most happy when everything balances, and enjoys striving toward clean data. They will find joy in tackling different and new tasks routinely, and be comfortable with the tension between “everything in its place” and “let’s try something new.”

Job Functions:

Finance:

- Assist with Month Closing and Month End Reporting
- Accounts Payable and Accounts Receivable
- Paper and electronic file management
- Grant and donation tracking
- Support year-end preparations for annual external audit
- Contractor 1099s tracking and end of year preparation
- Payroll and related reporting
- Maintain accurate enrollment of employee benefits

Operations:

- Communicate with building management about space needs/issues
- Ensure that everything office related is being cared for and is working properly
- Create and maintain How-Tos, internal Wikis/manuals, and workflow diagrams
- Negotiate and manage office-related contracts (phone, copier, IT, etc.)

Fundraising Support:

- Maintain donor and supporter records in client management database
- Generate all donation thank you letters
- Provide administrative support of donor campaigns, both paper and electronic

Other:

- Provide special projects support to Directors
- Assist with staff appreciation and all-staff activities

Core Competencies:

The ideal candidate will have:

- Bookkeeping data systems experience-QuickBooks preferred
- High level of accuracy and refined organizational skills
- Ability to set and meet deadlines
- Critical thinking skills to make sound decisions independently
- Sense of humor and the ability to work joyfully in a changing environment
- Resourcefulness and flexibility, with the ability to anticipate challenges and act on opportunities
- Skills to navigate complex programs, manage competing priorities, and see projects to successful completion.
- Practiced capability to handle confidential information with the utmost attention to detail, privacy and security
- Proficiency in MS Office, with bookkeeping level Excel experience
- Experience with Client Management Systems, Salesforce preferred
- Good written and verbal communication

A plus but not required:

- Nonprofit accounting and funding experience

Office Coordinator+Bookkeeper

March 29, 2019

To Apply

Our review of candidates will begin on Monday, April 15. We will accept applications until the position is filled. Please send a resume and a cover letter to info@neighborhoodpartnerships.org with the job title in the subject line. Please include responses to the following questions in your cover letter:

1. What does equity and inclusion mean to you?
2. At this moment in your life, what has contributed to your readiness for this position? And what are you hoping to gain as you move forward on your journey?
3. From where did you learn about this job posting?

Neighborhood Partnerships is a mission-driven organization committed to equity and inclusion. Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, and women.

Due to the nature of our work, we require a post-offer criminal background check.