



VBSR Bookkeeper and Office Manager Position Description

October 18, 2018

Position: Permanent, full-time
Pay: Hourly, non-exempt
Benefits: Employee health and dental insurance; SIMPLE retirement benefits; Cafeteria Plan

The Bookkeeper and Office Manager keeps VBSR's office and financial management running smoothly and supports an evolving range of projects. This position reports to the Executive Director and has four main parts: Financial Management, Office Management, Program Support and Human Resources Support. Responsibilities include:

Finance Management:

- Balance and maintain accurate ledgers and record all financial data.
- Produce and distribute all accounts receivable and accounts payable for both VBSR and REF.
- Receive, record and deposit cash, checks and vouchers; reconcile bank accounts.
- Generate financial reports for staff, board meetings and grant reports, including but not limited to monthly profit and loss statements and balance sheets.
- Interface with payroll service on all payroll activity including state reporting, unemployment insurance, changes to any employee withholdings and quarterly and monthly tax returns
- Provide input and detailed information for tax preparation and reporting.
- Work with Membership Manager to maintain accuracy of membership database; coordinating billing and updating current member status.
- Maintain historical financial records.

Office Management:

- Serve as main point of contact for incoming phone and email inquiries
- Purchase & maintain office equipment
- Manage insurances and lease
- Purchase and maintain accounts for software & cloud-based applications
- Manage office and housekeeping

Program Support:

- Provide support for all VBSR and REF programs.
- Attend events and contribute to team efforts.
- Handle member inquiries regarding the VBSR Cafeteria Plan for members.

October 18, 2018

Human Resources Support:

- Handle employee administration and paperwork, including VBSR staff cafeteria plan.
- Support Executive Director with reporting and compliance.
- Be a positive contributor to VBSR Staff Team and team-wide efforts, including membership growth and organizational development.

What Would Excellence in this Position Look Like?

This person would keep the office systems running smoothly, anticipating staff and program needs in advance and adding a positive, triple-bottom-line attitude to the team's work and culture.

In addition to creating financial reports and ledgers that are consistently accurate, this person would offer financial insights to support the financial management and budgeting processes and suggest more cost-effective or time-efficient methods for office and financial management.

VBSR employees would clearly understand HR forms and benefits and feel supported by this person in exploring options related to human resources.

Qualifications:

- Genuine interest in numbers, finance, and business
- Proficient in QuickBooks and Microsoft Excel
- Desire to help others
- Aspiration to learn and grow
- Ability to maintain composure amidst multiple, deadlines and tasks.
- Be even-tempered and proactive, and maintain a positive attitude (“service with a smile”)
- Strong communication skills – up, down, and across the organization as well as with external partners
- A background or degree in business, accounting, or finance is a plus!

Veterans, People of Color, 1st generation students, individuals with disabilities, women in STEM fields, members of the LGBTQ community, individuals with Refugee status, adults changing careers or pursuing a college degree, and individuals from diverse and often underrepresented populations are highly encouraged to join our work community.