

Southwest Neighborhoods, Inc.

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing support services to a Board of Directors, seventeen neighborhood associations, three business associations and residents in Southwest Portland

Job Announcement Office Support Specialist

General Description:

This position is responsible for bookkeeping and general office support to SWNI. This is a part time position (approximately 20 hours per week). Wage is \$20 per hour with limited benefits.

Responsibilities:

Bookkeeping:

- Process invoices, prepare invoices and payments, and maintain financial records in accordance with SWNI Financial Management Policy.
- Enter payroll data into accounting programs (QuickBooks).
- Enter donor, customer, and vendor information into accounting program.
- Acknowledge donor contributions in writing in a timely manner.
- Prepare Monthly and Quarterly Reimbursement reports to the City of Portland.
- Generate fiscal grant reports when requested, and assist Executive Director in assembling required fiscal documentation for grant agreements.
- Invoice *SW News* advertisers and prepare advertising agreements upon request in accordance with SWNI Financial Management Policy.
- Assist Executive Director in gathering tax data for preparation of IRS Form 990 and other federal and state tax reports.
- Assist Executive Director in preparing annual budget for SWNI Board approval in accordance with the SWNI Financial Management Policy.

General Office Support:

- Assist with the efficient operation of the office.
- Field incoming phone calls and general emails (office@swni.org) and greet visitors.
- Open, distribute and file mail.
- Inventory and maintain office supplies as needed.
- Maintain files of SWNI Board and Committee minutes and attendance sheets; maintain files of Neighborhood Association meetings and attendance sheets, and perform other filing as needed.
- Assist SWNI program manager in tracking all attendance numbers for quarterly performance indicator reports required by the City of Portland.
- Obtain necessary reservations and/or permits for meeting places.
- Communications and Technical Support:

- Maintain Office Calendar of SWNI and Neighborhood Association meetings and events.
- Prepare and post meeting directional signs and sign-in sheets for meetings held in the Multnomah Center.
- Track neighborhood, board, and committee monthly calendar items for the Office of Neighborhood Involvement.
- Assist in maintaining *SW News* and calendar information on SWNI website.
- Maintain Neighborhood databases.
- Assist with special and reoccurring events as needed.
- Maintain and update office procedures document.

Required Skills/Qualifications

- Three years experience in accounts payable/receivable and small enterprise or nonprofit bookkeeping.
- Experience and demonstrated skills using QuickBooks, Microsoft *Word* and *Excel*.
- An independent, self-motivated, resourceful individual who works well with a variety of individuals and groups
- Excellent organizational skills and interpersonal communication skills
- Willingness to work a flexible schedule.
- Ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions

Desirable Skills/Qualifications

- Experience using FileMaker Pro and Adobe In-Design a plus.
- Experience with website content management system or ability and willingness to learn.

Dates for Employment

- Applications due by Wednesday, November 16, 2011
- Position is expected to begin on Tuesday, January 3, 2011

Application Materials

- Submit current resume and cover letter of not more than 2 pages stating your qualifications for the position. Please describe your training and experience with QuickBooks Pro, Microsoft Word and Excel as well as other software programs. Please identify your experience working with nonprofit organizations including budget and public funds accounting, and grant administration.
- Applications may be emailed to:
Sylvia Bogert, Executive Director
Email: sylvia@swni.org
Subject Line: SWNI Office J.A.
- List three professional references including emails and phone numbers