



STANWOOD / CAMANO FOOD BANK SERVICES

Bookkeeper and Office Manager Job Description

Job Summary: We are looking for an Office Manager and Bookkeeper to organize and coordinate administration duties and office procedures. This role will work alongside the Executive Director and Program Managers to cultivate and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, ethics and safety. Previous experience as a Front office manager or Office administrator would be an advantage. A successful Office Manager should have experience with a variety of office software (QuickBooks, email tools, spreadsheets and databases) and office equipment and be able to accurately handle administrative duties. Ultimately, the Office manager should be able to ensure the smooth running of our organization, ensure adherence to company policy and improve company procedures especially day-to-day operations.

The schedule is generally Monday-Friday with some flexibility needed for weekend events, that are supported by reoccurring 3-day weekends. Position offers \$27/hr, full time, medical and dental benefits, paid time off, and paid professional development opportunities.

Primary Duties and Responsibilities

- Provide ongoing bookkeeping and administrative support to the office, driving organizational success through the management of daily operations and special projects.
- Provides coordination of human resource paperwork for the organization including new employee office set-ups, background checks and on-boarding alongside the Volunteer Resources Manager and the Executive Director
- Assists with donor and grant management, record keeping and fundraising resources – accurately tracking and allocating to the appropriate program budgets based on parameters.
- Handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Monitor, manage and maintain office equipment and supplies; request repair or restocking when necessary.
- Produces reports as required.
- Uses and understands QuickBooks, Microsoft Office Suite, Google Suite and other business-specific software.
- Act as backup and support for the Client and Community Engagement Specialist who answers incoming internal and external customer calls and provides exceptional customer service by using critical thinking, problem solving and/or forwarding the call to the appropriate department.

Skills

- Proven experience as an Office Manager or Administrative Assistant

- Experience with bookkeeping, receipt, and payment tracking
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular) and Google applications
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Outlook
- Familiarity with donor management a plus
- Excellent time management skills and ability to multi-task and prioritize work
- Extreme attention to detail and excellent problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an Executive Assistant , Bookkeeper or Office Manager of 2-5 years

Qualifications:

- Energetic, positive, “can-do” attitude, flexibility, teamwork, attention to detail, proactive and communicative.
- Highly collaborative style, relationship builder, self-starter, able to work independently.
- Exceptional written & verbal communication.
- Strong organizational, project management, time management, and problem solving skills. Effectively complete multiple tasks with accuracy despite frequent interruptions.
- Exceptional interpersonal skills and judgment.
- Solid sense of discretion and professionalism.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook). Typing speed minimum 50 WPM.
- Comfortable speaking and presenting to groups.

Wage and Benefits:

- \$27/ Hour, reviewed annually
- Full-time position M-F with some flexibility for 7 Saturdays per year that would be flexed with a subsequent 3-day weekend. PTO and flex schedule potential.
- 80% employer paid health, dental and vision benefits for the employee.
- EAP program for supportive mental health needs
- Professional development support for paid workshops and training

Please send your resume and cover letter to Director@SCFBS.org to inquire