



## **Vital Communities Position Description: Bookkeeper, Office Manager, and Human Resources Coordinator**

<b>Core Statement:</b>	Vital Communities cultivates the civic, environmental, and economic vitality of the Upper Valley. We bring people together, bridging boundaries and engaging our whole community to create positive change.
<b>Position Title:</b>	Bookkeeper, Office Manager, and Human Resources Coordinator
<b>Responsible To:</b>	Finance Manager
<b>Date:</b>	November 7, 2019
<b>Status:</b>	Regular, non-exempt, part-time or full-time (20-30 hours per week). In general, telecommuting will not apply to this position.

### **Essential Duties and Responsibilities**

*The Bookkeeper/Office Manager/Human Resources Coordinator is responsible for accounts payable, accounts receivable, payroll, office management, and human resources coordination. Strong organizational skills and attention to detail required. Experience with QuickBooks Premier 2018 and payroll processing is helpful.*

Duties include:

- Accounts receivable: prepare invoices/statements; import transactions from our database into QuickBooks Premier 2018; deposit checks
- Accounts payable: Enter invoices, prepare checks for authorized signer(s)
- Payroll: Process payroll, payroll taxes, employee benefit deductions/contributions, and quarterly and annual taxes and forms
- Assist staff with benefits enrollment and changes
- Maintain staff personnel files
- Coordinate and lead staff orientation and departure processes
- Receive and distribute incoming mail; take outgoing mail to post office
- Answer telephones and respond to general emails
- Maintain office and kitchen supplies
- Facilities: point person for landlord, cleaning service
- Other duties as assigned

### **General Expectations of All Staff**

- Understand and support the mission of Vital Communities as expressed by the Board.
- Greet the public through all channels of communication with courtesy and respect.
- Network with allied organizations and initiatives.
- Coordinate and integrate efforts with staff working on other Vital Communities programs.
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems, including blogs and the website.
- Work in a safe manner and report any safety hazards to the Executive Director.
- Maintain individual work station and office in a clean, attractive manner.
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality.
- Strive to upgrade existing skills and learn new ones.
- Employ good communication skills by sharing information, listening to others, and giving positive input.
- Work as a team member by helping others and making suggestions for improvements.

### **Support Available to All Staff**

- Opportunity to set professional development goals with supervisor.
- Staff handbook updated regularly, with description of employment benefits and guidelines.

*Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender identity, race, religion, national origin, veteran status, sexual orientation, or disability with respect to employment, volunteer participation, and the provision of services.*