



MARIN COUNTY BICYCLE COALITION

MCBC Overview

The Marin County Bicycle Coalition (MCBC) is dedicated to promoting bicycling for everyday transportation and recreation, making every ride part of the MCBC Experience.

Started in 1998, MCBC represents a broad constituency of bicyclists in Marin County, including road enthusiasts, mountain bikers, commuters, cargo bike riders, families seeking car-free trips, non-motorized transportation advocates, and more. MCBC is a highly-respected partner to government agencies and other organizations.

MCBC works with multiple partners to develop bike and pedestrian pathways, tunnels, bridges and key transportation infrastructure; and delivers on-road cycling instruction. MCBC manages the Safe Routes to Schools Program, a partnership with Transportation Authority of Marin.

Bookkeeper Position

The bookkeeper is responsible for the typical tasks associated with managing a non-profit 501(c)(3) organization's financial books. Typical tasks include data entry, reconciling accounts, producing reports, and generally overseeing MCBC's accounting responsibilities toward ensuring proper record keeping and enabling sound financial decisions.

The bookkeeper reports to the Executive Director. The bookkeeper coordinates with other staff, and also periodically with the Board Treasurer.

Duties

- Manage non-profit organization's books, using Quickbooks

- Process payroll twice monthly
- Responsibilities require approximately eight hours per week

Skills and Competencies

- Proficient with Quickbooks; QB's online preferred
- Experience processing payroll, salaried and hourly
- 501(c)(3) experience a plus
- Belief in MCBC's mission also a plus

Relationships

- Produce reports for and review organizational financials with Executive Director
- Work with Safe Routes to Schools Program Director to ensure proper record keeping, per partner requirements
- Receive deposit records and interact regularly with Membership Coordinator and Office Manager
- Interact periodically with Board Treasurer

Salary commensurate with skills and experience.

Please forward your resume and cover letter to Jim Elias at jim@marinbike.org.