



## JOB DESCRIPTION

**Job Title:** Bookkeeper /Administrative Assistant  
**Reports To:** Executive Director  
**Term:** Part-time, Hourly, Non-Exempt  
**Compensation:** \$25.00 per hour, based on experience (negotiable)

**Submit Resume and Cover Letter to:** [njhughes@caufc.org](mailto:njhughes@caufc.org). No phone calls. Submittals accepted until position is filled.

**The Bookkeeper /Administrative Assistant** gives crucial support to all of CA Urban Forests Council's programs and activities. This position is responsible for office logistics and operations, including: QuickBooks for Nonprofits; processing contracts, invoices, payroll, check disbursements, files organization; managing relationships with vendors and contractors; and collaborating with executive director and program staff to ensure all logistical requirements are met and lead to success for all events and programs.

### **Essential Duties and Responsibilities:**

- Manage QuickBooks for Nonprofits for organization
  - Process invoices and receipts and manage payroll and check disbursements; meet monthly deadlines
  - Manage & track grants and contracts files, finances & invoices
- Manage relationships with vendors and contractors
- Lend critical support to executive director & program staff
- Support membership outreach and database

### **Qualifications:**

- Well versed with QuickBooks for Nonprofits
- Knowledge of accounting
- Demonstrated passion for CaUFC's mission
- BA preferred but not required
- A minimum of 3 years of administrative experience required
- Experience tracking multiple budgets concurrently for invoicing
- Familiarity with financial controls typical of a small non-profit organization required
- Ability to work independently and across teams required
- Self motivated to create structure and bring solutions to unstructured or challenging situations
- Excellent organization and communication skills, written and verbal
- Ability to prioritize and multitask within a fast-paced, highly fluid entrepreneurial environment

### **Leadership & Teamwork**

- Team player; strive for excellence, be creative
- Pay attention to details
- Mature and responsible
- Strong communicator

**Role Context**

- Must use good judgment in communicating issues to management's attention
- Make a sound, accurate and timely decisions within scope of authority. Ensure proper decision making and good judgment are exercised on issues that need to be escalated to management for resolution
- Performs tasks according to prescribed procedures while using good judgment and sound decisions to work through exceptions or complex situations

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