

Administrative Assistant and Bookkeeper (Part time)

Job summary:

Responsible for the establishment and maintenance of the booking keeping functions of a small nonprofit. The position will also provide administrative and customer service support to the Lisle Economic Development Partnership, including creating reports, inputting records, scheduling meetings, and interfacing with the LEDP investor board.

Education:

High School Diploma (or GED or High School Equivalence Certificate)

Associate degree (or other 2-year degree) preferred.

Knowledge and skills

- General knowledge of office equipment, computer and web-based applications for data entry and tracking, mailings, as well as internal/external network systems for e-mail and phone communication
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Well organized and detail oriented. Able to work both independently and in a team environment.
- Track record of excellent customer service, teamwork, and relationship-building across a wide variety of stakeholders
- Communicates effectively in English, both in verbally and in writing.
- Maintains sensitive personal, financial and project information in a highly confidential and trustworthy manner.
- At least 2 years' experience with QuickBooks online
- At least 2 years previous experience maintaining the finances for a small business or nonprofit.
- Proficient with the Microsoft Office Suite of products (Excel, Word, Outlook, PowerPoint). Experience with Salesforce (or another CRM system), social media platforms and WordPress a plus.
- Experience fundraising on behalf of a nonprofit a plus.

Essential job functions

- Execute, as applicable, processes related to accounts payable and accounts receivable management, bookkeeping entries, closing the books monthly as well as preparing financial reporting and analysis.
- Pay invoices in a timely manner.
- May assist with recruitment of investors to the LEDP (fundraising). Collects and records fees/donations and maintain meticulous records of such contributions.

- Ensure that receivables are collected promptly.
- Provide information to the external accountant who creates the company's financial statements.
- Assemble information for external auditors for the annual audit.
- Comply with federal, state, and company policies, procedures, and regulations.
- Maintain an orderly accounting filing system.
- Maintain the chart of accounts and annual budget.
- Comply with local, state, and federal government reporting requirements.
- Provide clerical and administrative support to staff, as requested.
- Designs and creates correspondence, memoranda, charts, tables and occasionally assists in updating the website and social media platforms.
- Prepares and/or maintains various records and reports, meeting agenda and assemble board packets. Also takes, transcribes and edits minutes for meetings as requested.
- May schedule, arrange, organize and/or assist LEDP staff in coordinating meetings, including the Business Retention and Expansion visits, and special events.
- Performs regular data entry to keep records in Salesforce up-to-date.
- Performs general office duties including ordering office supplies, printing and assembling marketing material, and following up on tasks and inquires.
- Other duties as assigned.

Job type:

- \$17/hour to \$21/hour
- Non-exempt.
- Part-time hours: Approximately 18-to-24 hour week with the ability to assist with occasional special events on nights and weekends.
- PTO available
- 401k with company match