

Oxbow is seeking to fill a bookkeeper-admin assistant position by September 1, 2016. The 3/4-time position will be part of a dynamic team and rapidly growing non-profit organization that is committed to the mutual well-being of people and nature.

ABOUT OXBOW

Oxbow's mission is to discover, practice, and promote land use strategies that sustain diverse habitats while providing for human needs. Located 30 minutes from Seattle in Western Washington's Snoqualmie Valley, we:

- Operate a 30-acre certified organic farm that supplies food directly to local consumers, grocery stores, hunger relief agencies, and schools.
- Connect children to nature through year-round environmental education programs delivered on the farm and in the classroom, lunchroom, and school gardens.
- Run a native plant nursery that produces plants for habitat restoration projects, educational gardens, and urban landscapes, and conducts research on native plant propagation using sustainable growing methods.
- Restore degraded river and forest habitats and to monitor the effects on plant and animal populations.
- Conduct and facilitate research in agriculture, conservation, native plant production and program evaluation.
- Engage public action in conservation through a variety of short and long term volunteer opportunities.

POSITION OVERVIEW

The Bookkeeper - Admin Assistant directly supports the Finance & Operations (F&O) Manager, performing basic bookkeeping services on a daily basis, including entering invoices, setting up vendors, making deposits, managing petty cash, billing customers, entering payments, and helping to ensure all bills are paid in a timely manner.

This position also provides overall administrative support to the organization relating to human resources, customer service, phone/email communication, and administrative tasks, ensuring that the office facilities are operating smoothly, with adequate supplies, and properly working utilities.

JOB RESPONSIBILITIES

Bookkeeping, approximately 60% of job function

- Perform daily financial transactions including posting and recording accounts receivable/payable in QuickBooks
- Prepare customer invoices from purchase orders provided by each business unit and following up on payments in QuickBooks as well supporting online sales of our farm, education and native plant business branches
- Assist with the preparation of bank deposits
- Support the financial team in accounting activities, including entry and coding expenditures and generating project budgets and expense reports

- Assist F&O Manager to perform month-end and year-end closing in preparation for generating monthly reports and financial statements
- Assist with financial analysis and budget preparation/implementation

Human Resources, approximately 30% of job function

- Working with the F&O Manager, coordinate all aspects of HR management including recruitment, hiring and on-boarding, off-boarding, payroll, and maintaining employee files
- Facilitate the creation of job advertisements with hiring manager and establish clear timelines for job postings and application deadlines
- Post jobs on relevant job boards and networks, and maintain up-to-date list of relevant and effective sites
- Maintain communication with candidates, including acknowledging receipt of application materials, scheduling interviews and informing candidates of their status
- Actively communicate with management team throughout the recruitment process using clear tracking tools
- Perform background checks according to Washington State law
- Prepare personnel files and on-boarding materials for new hires
- Inventory personnel files to ensure compliance
- Facilitate new-hire orientations and all-staff reorientations
- Facilitate employee engagement events
- Assist staff with understanding Oxbow policies & procedures

General and Administrative, approximately 10% of job function

- Maintain physical and computer filing systems
- Answer telephones and provide high-quality customer service
- Aid in the preparation, set-up and delivery of special events
- Support managers in a variety of administrative tasks to help ensure business branches operate smoothly & efficiently
- Inventory supplies for all business branches
- Order supplies in a timely manner to keep all areas well-stocked and functional

QUALIFICATIONS

- Minimum of 2 years administrative experience in a professional office environment
- Excellent Office 365 functionality (Excel, Outlook, Word, SharePoint navigation), and advanced QuickBooks experience
- Knowledge of HR systems and procedures
- Affinity for working in complex systems, looking for efficiencies and creating and improving systems
- Strong organizational, analytical, interpersonal, and oral/writing communication skills required
- Attentive mind for attention to detail and ability to multitask in a busy environment
- Able to give and receive constructive criticism gracefully

COMPENSATION

This is a temporary 3/4-time position, approximately 30 hours/week, paying \$15-\$19 per hour, DOE. There is a strong potential this will turn into a regular full-time position with the right person.

TO APPLY

Applications must include a cover letter describing interest in this position and resume. Incomplete applications may not be considered. Please email to:

Megan Boyce-Jacobs
Finance & Operations Manager
Oxbow Farm & Conservation Center
thedirt@oxbow.org
www.oxbow.org

Please write "**Bookkeeper-Admin Asst.**" in the email subject line and include **where you found this position** in the message body.

This position will remain open until filled.