



WestSide Baby

basics for children in need

Office & Bookkeeping Manager Job Posting

May 2019

About WestSide Baby

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment such as car seats and cribs. We do this through partnerships with more than 114 social service agencies. The providers at these agencies order items from us and distribute them directly to the families they serve. We work toward a day when every child, regardless of zip code or skin color have all their basic needs met to be safe, warm and dry.

Position Summary

The Office & Bookkeeping Manager is responsible for a wide variety of administrative and finance duties in support of the organization overall, the Executive Director and the Board of Directors. It is a foundational role impacting our office culture and delivery of services with responsibilities supporting the success of each department. These include bookkeeping and Human Resources administrative services for the organization as well as the Board. The Office & Bookkeeping Manager also ensures smooth running of the agency's office and branch coordinating and communicating office activities, overseeing office atmosphere for visitors and staff and ensuring adequate supplies are available. The Office & Bookkeeping Manager is required to maintain confidentiality and professionally interact with visitors, employees, volunteers and donors.

This is a full-time, exempt, salaried position with salary ranging between \$40K to \$45K DOE. This position reports to the Executive Director. Full benefits and generous PTO.

Core Responsibilities

Finance/Bookkeeping (60%)

- Execute bookkeeping functions including but not limited to payroll administration, accounts payable, cash flow management, finance reporting, receiving and paying invoices, and bank deposit.
- Handle month end activities including reconciliation of donor contributions to Quickbooks and bank.
- Train and hold other staff members accountable for compliance with finance systems.
- Develop and oversee accounting (non-salary) budget.
- Attend Board Finance Committee meetings at least quarterly

HR (15%)

- Enhance human resources systems guided by our commitment to equity in partnership with Executive Director.
- Manage the recruitment and interview process, new employee orientations, leave tracking, new employee handbooks and materials, and employee benefits enrollment
- Develop and oversee HR (non-salary) budget.

Support Board of Directors (15%)

- Provide stewardship of and support for the Board of Directors in their functions by managing and tracking Board meeting items,
- Set up and maintain Board internal communications systems for the sharing of board materials including upkeep and distribution of Board recruitment and onboarding materials
- Maintain Board records and Board calendar
- Attend Board meetings on and off-site as needed

Office Management (10%)

- Develop and oversee office and facility maintenance budgets.
- Manage office operations including reception, mail, supplies, printing and equipment
- Ensure a welcoming and efficient system is in place to greet visitors and to address phone and email inquiries.
- Manage facilities issues; schedule maintenance or upkeep and maintain records on use of facilities as needed
- Maintain Office Policies and Procedures.
- Contribute to building an inclusive and positive team dynamic.
- Perform related duties as required or assigned; assist other departments as requested.

Qualifications

- 2 years' experience in bookkeeping (non-profit bookkeeping preferred)
- Proven experience as an office administrator, finance or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Experience learning together and impacting development of an inclusive and equitable office culture in support of our mission.
- Familiarity with office management procedures and basic accounting principles
- Associate degree (Bachelor's degree preferred) or equivalent experience to support duties
- Expertise in MS Office, Excel and QuickBooks or demonstrated willingness and ability to learn quickly
- Familiarity with Bill.com, Gusto Payroll and Tallie.com (bills, payroll and credit card expense systems) preferred

How to Apply

Please send a resume and brief cover letter of introduction to Nancy Woodland, Executive Director at employment@westsidebaby.org with a priority deadline of May 15, 2019. Annual rate is \$40k-, depending on experience.

Our hiring process involves a 3 step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for an in-person interview and 3. Finalists will be invited to observe a volunteer shift.

WestSide Baby values diverse perspectives and life experiences. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization we collaborate closely with many different communities around King County and value equity as a priority in our work.