

Bookkeeper & Administrative Coordinator

The Recyclery Collective: The Recyclery Collective is an educational bike shop that promotes sustainability by giving access to tools, skills and opportunities for collaboration.

Job Description: The Bookkeeper & Administrative Coordinator takes care of cash received and accounts payable, keeps accurate financial records, and produces financial reports to aid organizational decisions. In addition to bookkeeping, the Admin Coordinator works with other staff and volunteers to assist in a variety of tasks and projects furthering our mission. They will work up to 20 hours per week. The position starts at \$14.25 per hour. Responsibilities include, but are not limited to:

Financial (12 hours per week)

- Maintain accurate financial records
- Prepare and make bank deposits
- Pay bills (rent, utilities, phone, insurance, etc)
- Process payroll
- Pay applicable local, state, and federal taxes
- Prepare and file applicable local, state, and federal tax returns
- Work with mechanic staff to track inventory
- Work with Treasurer to prepare quarterly financial reports
- Prepare other financial reports as needed
- Maintain relevant accurate electronic and paper records
- Improve efficiency of procedures

Administrative (5 hours per week)

- Track, record, and log bikes in multiple databases, in coordination with mechanic staff
- Maintain organizational compliance with local, state, and federal regulations
- Complete necessary financial reporting for grant compliance and applications, in coordination with other program staff
- Share weekly cleaning chores with other staff

Coordination (3 hours per week)

- Answer main Recyclery email and phone
- Attend weekly staff meetings
- Coordinate with collective members on projects
- As needed, create meeting agenda items for bi-monthly Collective meetings
- As needed, assist with the Strategic Plan

- As needed, assist with hiring other staff members
- As needed, communicate with landlords about rent payment, utility reimbursement, and other financial matters

Working with the Collective: The Recyclery is run by a Collective which meets twice a month to decide issues impacting the direction of the organization and operates using a consensus process. The Admin Coordinator is encouraged but not required to attend these meetings.

Required Qualifications:

- Excellent attention to detail and commitment to accuracy
- Ability to analyze and summarize complex quantitative and qualitative information.
- Experience with QuickBooks or similar accounting software
- Experience with Google Sheets and Google Docs
- Ability to prioritize and complete multiple tasks independently and as part of a team
- Strong work ethic, ability to self-motivate, and willingness to ask for assistance
- Interest in furthering the mission of The Recyclery and commitment to upholding our safe space guidelines

Preferred Qualifications:

- Experience in an accounting or bookkeeping role
- Experience using social media as an outreach and marketing tool
- Post-secondary coursework in accounting, finance, business, management, and/or similar fields
- Experience working in and/or with non-profit organizations
- Experience working in diverse communities and with diverse populations

The Recyclery Collective is an equal opportunity employer: All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, gender identity, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, and reach with hands and arms.

To apply, please email your resume and cover letter to info@therecyclery.org or drop off or mail to our shop, located at 7628 N Paulina. NO PHONE CALLS PLEASE.