



Our Mission:

"To educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin"

Rock River Coalition Bookkeeping and Administrative Assistant Position Description

Salary: \$14 - \$18/hour depending on skills, experience, and responsibilities.

Position Purpose and Description: This position requires a bookkeeping or accounting background and is primarily focused on assisting the RRC with keeping its books, filing tax forms, and similar financial duties. The ideal candidate will also be able to provide administrative assistant responsibilities as described below; however, these skills are not required.

About the Rock River Coalition: The Rock River Coalition (RRC) is a Wisconsin-based 501 (c) (3) not-for-profit membership organization established in 1994 with a mission as noted above. The RRC has three Chapters: the Friends of Badfish Creek Watershed, the Maunsha River Alliance, and the Johnson Creek Watershed Alliance. Please see <http://www.rockrivercoalition.org> for more information.

Position Length: This is a permanent position. Hours are variable but are expected to average 15 to 20 hours/month for bookkeeping assistance and potentially an additional 15 to 20 hours/month for administrative assistance.

Location: While the Rock River Coalition offices are in Jefferson, Wisconsin at 864 Collins Road, this position could work primarily from a home office with periodic (approximately weekly) visits to the main office in Jefferson. Time and expense for travel from home to and from the Jefferson office will not be paid.

Responsibilities

- Pay bills and make deposits.
- Enter invoices, deposits, transfers, etc. into QuickBooks; apply to specific grants and projects; track financials for Chapters; and split transactions or reassign as needed.
- Monitor PayPal account and make transfers when necessary.
- Send invoices and follow up on unpaid invoices.
- Order office supplies, letterhead, envelopes, checks, t-shirts, equipment, etc. as needed.
- Prepare monthly treasurer reports for the RRC Board including income, expenditures, status of individual grants and projects, and year-to-date budget status.
- Prepare financial information for annual report and prepare worksheets as required for the CPA Reviewed Financial Statements.
- Oversee insurance including all aspects of liability and worker's compensation.
- Send out timesheet reminders, receive hours from employees once a month, and prepare payroll.
- Write and mail payroll checks (potentially through QuickBooks) with copy of payroll stub.
- Process monthly expense reimbursements.
- Prepare quarterly and annual payroll tax returns.
- Prepare and obtain required signatures on tax returns and mail annual return by May 15; prepare IRS tax form 990.
- Follow procedures for grantors' requirements for accepting funds, including setting up accounts if needed, and communicating with grantor regarding requirements.
- Complete financial portions of interim and final grant reports and assist project director (usually a board member or staff) with any additional financial components of grants.
- Help maintain RRC MS Access database or other database maintained by the organization.
- Assist with the financial aspects of events sponsored by the organization.

The Rock River Coalition does not discriminate in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity and expression, or any other class protected by applicable state or federal laws.

- Attend appropriate RRC meetings including the annual meeting if requested by supervisor or the Board.
- Communicate with Board as needed.

Required Qualifications and Hardware

- Skilled and experienced in the use of QuickBooks.
- Skilled and experienced in the use of Microsoft Access, Word, and Excel. Must have a home computer. RRC will provide MS Office software if needed.
- Organized, prompt and thorough; able to meet deadlines.
- Strong communication skills.
- Ability to communicate effectively by email.
- Ability to work independently with little supervision.

Applicant must not have a criminal or civil conviction that involves money.

Preferred Depending on Skills of Successful Applicant

- Proficient at WordPress and Flamingo and capable of setting up event registrations on the RRC web site.
- Proficient at various applications related to QuickBooks.
- Solicit new memberships and donations.
- Print membership renewal letters and follow President's directions for mailing; mail follow-up renewal letters and print and send out membership and donor confirmation (thank-you) letters.
- Maintain membership records; provide membership lists to Board monthly.
- Maintain RRC MS Access database or other database maintained by the organization.
- Mail/email notification for annual meeting and Board election information.
- Handle logistics for meetings and events including venues, meals, and registration, and other event-specific items.
- Post information on the RRC, its programs, and events on the website, Facebook, and email system (such as Mail Chimp).
- Handle all aspects of mailing out the newsletter, three to four times a year.
- Proficient in Mail Chimp, Facebook, and social media posting.
- Proficiency and willingness to serve as RRC's webmaster.
- Write newspaper articles and membership articles for newsletters.
- Be main contact with Community Shares of Wisconsin (CSW) for the Big Share and attend CSW meetings if a board member cannot attend.

Closing Date: August 5, 2016 **Expected Start Date:** August 15, 2016

Apply by sending letter of interest and resume to: Jane@rockrivercoalition.org

Questions about this position can be directed to either of the following members of the selection committee:

Jane Carlson, RRC President, 608-334-3402, jane@rockrivercoalition.org

Patricia Cicero, RRC Treasurer, 920-723-2728, patricia@rockrivercoalition.org