

Tibetan Association of Northern California (TANC) Job Announcement

Position Title: Bookkeeper and Office Administrator

Duration: Part Time (15 hours per week)

Salary: \$20

Responsibilities:

The position provides bookkeeping and administrative support to meet the growing needs of TANC and shall serve as a key member of the management team. The tasks outlined below provides the core responsibilities of the position, however, given the nature and functions of the organization, the scope of the responsibilities may change as per the needs of the organization.

A. Bookkeeping functions:

Accounts Payable:

- Disburse payments with written approval and proper receipts
- Pay all the monthly payment in timely manner
- Electronic filing of all the payment-related supporting documents to QuickBooks (QBO)

Accounts Receivable:

- Record all the donations received and send the acknowledgment promptly
- Keep track of major donations and grants, especially any upcoming deadlines, if any
- Create and maintain the mailing list of donors
- Sync and update all transactions to QBO
- Deposit cash or checks to Bank promptly
- Create templates of Income and Expenses for various TANC committees when requested and provide necessary guidance
- Conduct monthly reconciliation

Reporting:

- Monthly deposit and expenses details
- Quarterly Financial statements
- Prepare and keep track of the budget
- Forecast the cash flow
- Coordinate with TANC Grants Consultant or Development Team to track any funder reporting requirements

Year-End:

- Closing the books
- Prepare schedule of all Balance sheet account
- Prepare 1099 and 1096 Forms
- Lead and assist yearly tax Form 990 and CA RRF
- Work closely with the TANC Finance Committee

B. Administrative functions:

- Answer phone calls and provide relevant information and appropriate guidance to the callers; make notes of the calls to report to the president and/or relevant board member(s)
- Monitor and manage inventory of office supplies; order office supplies as necessary in consultation with the accountant/cashier
- Process, sort, and route incoming and outgoing mail; send acknowledgment and/or Thank You notes to donors in particular
- Monitor TANC's website and social media for queries and provide relevant responses in consultation with president
- Provide updates to TANC's website and social media in consultation with president
- Coordinate and schedule TANC board and other meetings in consultation with president and make necessary announcements via email, phone, website, or social media; provide logistical support if needed or requested by president
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research as requested by president
- Work with president and membership coordinator/board member to strategize and roll out the annual membership drive. Specific tasks include but not limited to data entry, telephone, email and social media outreach, membership card printing and logistics, organizing membership booths/tables during TANC events, and to help provide regular updates to the president and board

Please note:

- The job requires the staff to be in-person in the office for at least 10 hours per week during the working hours between 10AM – 5PM. Remaining 5 hours of work can be performed remotely.
- Minimum of 5 hours of work will be required on Sundays (between 10AM – 5PM) with the remaining 5 hours to be completed during the week preferably on Wednesdays (between 10AM - 5PM); working hours shall be established during the hiring process
- The position will directly report to president or his/her appointee
- The successful candidate will require a lot of flexibility, sense of urgency, and ability to perform tasks without supervision
- Initial contract will be for one year and may be renewed thereafter based on performance and/or availability of funds; contract agreement will further outline the details of the contract terms

Qualifications:

- High school diploma or general education degree (GED) required, Associate's degree or higher education preferred

- 1-3 years of relevant experience in an office setting, preferably in booking and administrative functions
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Good communication skills - fluently speaks Tibetan and English; must demonstrate good English writing skills with emphasis on spelling and grammar. Ability to write in Tibetan will be a plus
- Must be proficient working with MS Office suite (Word and Excel) and QuickBooks, and good knowledge and experience using internet including websites and social media.
- Strong attention to detail

Interested individuals must submit a cover letter and resume by email to president@tanc.org before 5PM PST December 17, 2021. Shortlisted candidates will be intimated by email or phone for the next steps in the hiring process.