Bookkeeper / Administrative Assistant (Casual Position, No Benefits)

The Common

Reports to: Editor in Chief

Part Time: Date Prepared: 9/11/19

N/A

Regular Daily Work Schedule: ______ to ______
1. **Summary of Position:**

The Bookkeeper/Administrative Assistant provides bookkeeping and administrative support to The Common, a print and online literary magazine based at Amherst College. The bookkeeper takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

**Bookkeeping (75%)**
- Pay Invoices
- Track monthly departmental expense reports
- Create budgetary reports
- Track and process reimbursements
- Maintain digital and hard copy financial reports
- Track grant awards, including coordinating with Controller
- Track all organization accounts using Quickbooks software
- Track income and work with payment processors, distributors and bookstores
- Organize budgetary information for federal and state filings

**Administrative Support (20%)**
- Liaise with outside vendors and College departments to assist with event planning and office management
- Maintain office supplies and office filing system
- Track inventory

**Other (5%)**
- Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**
Operational interactions/communications such as providing, obtaining, and receiving information within and outside the College. Straightforward operational interactions/communications & collaboration across the College and outside the College

4. **Education:** (include certifications and licenses)

   Required: High School Diploma or Equivalent

   Preferred:

5. **Experience:** (List specific skills necessary to perform this job) Required:
   - 2-4 years of bookkeeping and administrative experience
   - Demonstrated organizational and time management skills
   - Proficiency with Microsoft Word, and Excel
   - Proficiency with QuickBooks
   - Demonstrated high level of attention to detail and accuracy
   - Strong verbal and written communication and interpersonal skills
   - Commitment to working with a diverse and inclusive community

   Preferred:
   - Nonprofit experience

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Office environment: sitting and standing; lifting, carrying, pushing and pulling up to 10 pounds (e.g., supplies, boxed stationery or binders); and repetitive motion including fingers, hands and wrists, visual – normal concentration

7. **Decision Making:**

   The Bookkeeper/Administrative Assistant determines how to carry out job responsibilities. Makes decisions following established procedures and policies.
8. **Supervision Exercised/Received:**

Moderate supervision received from the Editor in Chief of The Common.

Supervisory Responsibility:  Yes _____ No  X______

Number of Employees Supervised: _______