

Subject: Southwest Neighborhoods, Inc. (SWNI) Office Support Specialist Job Description	Effective Date: October 26, 2011
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**Office Specialist
Job Description**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing support services to a Board of Directors, seventeen neighborhood associations, three business associations and residents in Southwest Portland

General Description:

This position is responsible for bookkeeping and general office support to SWNI. This is a part time position (32 hours per week).

Responsibilities

Bookkeeping:

1. Prepare bills for payment in accordance with SWNI Financial Policy and Procedures.
2. Enter payroll data into accounting programs (Quickbooks).
3. Enter donor, customer, and vender information into accounting program.
4. Acknowledge donor contributions in writing in a timely manner.
5. Prepare Monthly and Quarterly Reimbursement reports to the City of Portland.
6. Generate fiscal grant reports when requested, and assist in assembling required fiscal documentation for grant agreements.
7. Invoice SW News advertisers and prepare advertising agreements upon request in accordance with SWNI Financial Management policy.
8. Assist Executive Director in gathering tax data for preparation of IRS Form 990 and other federal and state tax reports.
9. Assist Executive Director; in accordance with the SWNI Financial Management policy in preparing annual budget for SWNI Board approval.

General Office Support:

1. Assist with the efficient operation of the office.
2. Field incoming phone calls and general emails (office@swni.org).
3. Open, distribute and file mail.
4. Inventory and maintain office supplies as needed.

5. Obtain necessary reservations and/or permits for meeting places.
6. Track neighborhood, board, and committee monthly calendar items for the Office of Neighborhood Involvement.
7. Maintain database
8. Assist with special and reoccurring events.
9. Assist in other duties as assigned.

Required Skills/Qualifications

1. Experience in nonprofit bookkeeping.
2. Demonstrated skills using QuickBooks, Microsoft *Word* and *Excel*.
3. An independent, self-motivated; resourceful individual who works well with a variety of individuals and groups.
4. Excellent organizational skills and interpersonal communication skills.
5. Detail oriented
6. Ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions.

Desirable Skills/Qualifications

1. Filemaker Pro and Adobe In-Design a plus.
2. Experience with website content management system or ability and willingness to learn
5. Willingness to work a flexible schedule.