JOB PROFILE

Job Title: Bookkeeper/Office Manager

Function: Bookkeeping & administrative in the US office

Job Group: Office & Finance Support

Duty Station: St. Paul, Minnesota

Administrative Line Manager: Director of US Office

Technical Line Manager: Director of Finance & Operations

JOB PURPOSE:
The Bookkeeper/Office Manager will play a key role in NP’s US operations. The position reports to the Director of the US Office with oversite by the Director of Finance & Operations (DFO) located in headquarters in Geneva, Switzerland. The Bookkeeper/Office Manager will be the key employee involved with daily bookkeeping, financial matters, program support, human resources and overall office management. The position plays a central role in the US team contributing to strategic decision-making, facilitating efficient and effective operations to support NP’s development as a respected, high-impact international organization.

KEY OBJECTIVES/RESPONSIBILITIES:

Financial Management
- Oversee all financial, project/program and grants bookkeeping for US operations
- Assist the annual audit process, liaise with external auditors and the Director of Finance and Operations
- Assist with the annual budgeting and planning process in conjunction with organizational leadership; monitor progress and changes
- Manage local cash flow and forecasting in collaboration with finance colleagues in Geneva
- Adhere to receivable and payable collection schedule; ensure that financial data and cash flow are steady and support operational functions
- Effectively communicate and present critical matters to supervisors
- Liaise closely with relevant management and program staff in order to review and analyze monthly Budget vs. Actual reports before submission to HQ and in order to highlight issues of concern and might need action.

Administration
- Adhere to existing human resources and administration processes, policies and procedures
- Ensure local level IT needs are met to support fundraising, communications and program efforts
- Provide administrative support to program staff as needed
- Represent organization on general phone and email inquiries
- Support U.S. programs as needed

Human Resources
- Coordinate/conduct new employee orientation and collect all required documents
• Coordinate timekeeping and payroll activities and records
• Coordinate the recruiting and staffing process, ensuring compliance with existing policies and processes and liaising with HQ HR as necessary.
• Ensure compliance with all company policies, state and federal law, and licensing requirements regarding employee and/or resident privacy and confidentiality
• Coordinate NP internship program for USA, including hiring process and overseeing internship experience

QUALIFICATIONS AND COMPETENCIES:
• College degree preferred in the areas of business administration/accounting
• Minimum of 3 years general admin and HR experience required
• Knowledge of local administration and labour law
• Experience in timely and accurate financial grant reporting to donors
• Excellent communication and relationship building skills with an ability to work with a variety of internal and external stakeholders
• Personal qualities of integrity, credibility, and dedication to the mission of Nonviolent Peaceforce
• Able to maintain confidentiality and discretion
• Excellent skills in Microsoft Office applications
• Experience with Quickbooks Online or other accounting software
• Passion for the mission of the organization

Special Notice:
Nonviolent Peaceforce is an Equal Opportunity Employer and is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

We believe that systemic inequality disproportionately hurts the most marginalized people in society, including Black, Indigenous and People of Color (BIPOC), people from working class backgrounds, women, and LGBTQ people. Because NP believes that these communities must be centered in the work we do in reducing violence arising due to racism and we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.

This is a permanent, full-time exempt position located in the U.S. Office in St. Paul, MN and includes full benefits. Salary DOQ

To apply: Please send your resume and cover letter to: info@nonviolentpeaceforce.org
Deadline: February 12, 2021