

Administrative Assistant/Bookkeeper **Friendship Bridge – Lakewood, CO**

Friendship Bridge is an international social enterprise with a mission to create opportunities that empower Guatemalan women to build a better life. The organization operates as a non-profit, non-governmental organization and relies on a donation portfolio and the sale of artisan products to expand its outreach and impact.

POSITION SUMMARY

Friendship Bridge is seeking an Administrative Assistant/Bookkeeper to be based in Lakewood, Colorado, USA. This is a full-time position (40 hours/week) and reports to the Office Administrator and Associate Development Director. This position is responsible for answering phones, greeting visitors, performing the monthly payables and receivables and banking reconciliations, and assisting the Global Communications and Partnerships Team with database entry, database reporting, supporter mailings, thank you letters, printing projects, and administrative responsibilities. We are looking for someone with a willingness to learn quickly and who takes initiative and ownership of projects. **Spanish language is desirable not required.** **Please do not apply unless you fully meet the requirements listed below.**

JOB DESCRIPTION

Administrative Assistant Responsibilities

- Provide a pleasant and helpful first point-of-contact for visitors to our office and on the phone.
- Generate and send donor thank you letters, In Honor of and In Memory of acknowledgements and receipts, major donor thank you notes, new donor and monthly giving welcome letters.
- Oversee all Global Communications and Partnerships reporting from donor database.
- Responsible for daily development data entry into database including large data entry projects.
- Support on special donor stewardship and cultivation projects.
- Assist in coordination of yearly Annual Report mailing.
- Assist with research projects.
- Processing all artisan online orders, office sales, and managing artisan office inventory
- Ensure smooth office operations at all times by maintaining office and postage supplies.
- Perform routine office or clerical support tasks, including printing postage and preparing mail, photocopying, filing, answering telephone calls, and event support etc.
- Maintain a clean and neat appearance in the office, including the kitchen area.
- Help with occasional third party opportunities and events.
- Other administrative duties as required.

Bookkeeping and Database Management

- Under the supervision of the Office Administrator, record monthly payable and receivable activity into accounting database, Quickbooks.
- Receive and record all daily receipts, create deposit, and track within the database.
- Maintain and update records in database.
- Deposit all cash and checks at the bank after processing.
- Operate and batch the credit card and website deposits when necessary.
- Keep accounts payable current, cutting checks at least once per week.
- Assist the Office Administrator during annual audit with reports and requested information.

DESIRED SKILLS AND EXPERIENCE

- High School diploma required and some advanced training in Accounting and/or Finance preferred.
- At least 2 years bookkeeping and administrative experience
- Proficient in QuickBooks, Microsoft Suite and other technology
- Experience with donor management software and reporting
- Great communicator, outgoing personality and ability to work as part of the team
- Ability to independently manage multiple tasks and projects and to assess and change priorities based upon organization needs
- High level of attention to detail
- Results-oriented and excellent organizational skills
- Values fit with someone who has a true service orientation and passion for empowerment
- Flexibility to do whatever it takes to get the job done

PERKS OF WORKING AT FRIENDSHIP BRIDGE

Weekly Spanish Class in Lakewood
Casual dress code
Empowerment of Women

This position is located in Lakewood, Colorado. It is a full-time position with benefits after one month of employment. A competitive salary and benefits package is offered.

Send cover letter, resume and salary requirements to hr@friendshipbridge.org. No calls, please.

Friendship Bridge provides for equality of opportunity without regard to race, color, age, religion, sex, national origin, disability or handicap.