



Job Title:	Bookkeeper/Office Assistant
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 Assistant will play a key role in NP's US operations. The position reports to the Director of the US Office with oversight by the Director of Finance & Operations (DFO) located in headquarters in the greater Geneva area. The Bookkeeper/Office Assistant will be the key employee involved with daily bookkeeping, financial matters, program support 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 accountant
- 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

Administration

- Adhere to existing human resources and administration processes, policies and procedures
- Coordinate recruiting process for new hires in US office, ensuring compliance with existing policies and processes
- 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

QUALIFICATIONS AND COMPETENCIES:

- College degree preferred in the areas of business administration/accounting
- Knowledge of local administration and labour law
- 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 and Quickbooks or other accounting software
- Passion for the mission of the organization

Please apply by April 22 by sending your CV, Cover Letter and three references to info@nonviolentpeaceforce.org, including “Bookkeeper/Office Assistant” in the subject line.