The Sonoma County Bicycle Coalition seeks a half-time Office Manager/Bookkeeper to support our team of passionate bicycle advocates! This position reports to the Executive Director.

RESPONSIBILITIES

• ADMINISTRATIVE
  o Manage basic office operations including communications (mail & phone), document management, and tracking building issues (maintenance, cleaning, etc.)
  o Track legal/HR compliance documents (contracts, insurance, licenses, mandatory training, etc.)
  o Order office & breakroom supplies
  o Other duties as necessary

• FINANCIAL
  o Prepare invoices, receive payments, process payroll and tax filings
  o Reconcile bank & credit card statements
  o Prepare financial reports

QUALIFICATIONS

• High level of proficiency with MS Office Suite, QuickBooks, and basic bookkeeping procedures
• Ability to prioritize, meet deadlines, work independently and under pressure
• Dependability, consistency, accuracy and attention to detail
• Flexibility & creative approach to problem-solving
• Excellent communication skills, including ability & willingness to give and receive critical feedback

COMPENSATION & BENEFITS
This is a part-time, non-exempt position. Salary is $19-22 per hour DOE. Benefits include three weeks per year paid time off (PTO) and eleven paid holidays (pro-rated based on hours worked).

HOW TO APPLY
Email cover letter, resume, and references COMBINED INTO ONE PDF DOCUMENT to jobs@bikesonoma.org with “Office Manager Application” as the subject line. NO phone calls.

ABOUT THE SONOMA COUNTY BICYCLE COALITION
SCBC is a 501c(3) nonprofit that promotes bicycling for transportation & recreation through education and advocacy. We teach adults and children how to ride safely and responsibly; create campaigns to educate drivers on sharing the road with cyclists; produce events to encourage new riders; and work with local government agencies to promote bike-friendly transportation policy and infrastructure.