



Sonoma County Bicycle Coalition

JOB ANNOUNCEMENT

OFFICE MANAGER/BOOKKEEPER

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**
 - Manage basic office operations including communications (mail & phone), document management, and tracking building issues (maintenance, cleaning, etc.)
 - Track legal/HR compliance documents (contracts, insurance, licenses, mandatory training, onboarding, benefits management)
 - Order office & breakroom supplies
 - Other duties as necessary
- **FINANCIAL**
 - Process payroll, AR/AP and tax filings
 - Reconcile bank & credit card statements
 - Prepare financial reports

QUALIFICATIONS

- High level of proficiency with Excel, QuickBooks, and basic bookkeeping procedures
- Experience with payroll and HR
- 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.

SCBC requires proof of COVID-19 vaccination (including booster) of all staff.