

## **TCFM Office Coordinator/Bookkeeper Job Announcement September 2023**

Twin Cities Friends Meeting (Quakers) seeks an Office Coordinator/Bookkeeper to support the life and work of the TCFM community and its committees. Information about TCFM can be found at [www.tcfm.org](http://www.tcfm.org).

TCFM is led and run by volunteers. We have no hired minister or director. TCFM has two employees: the Office Coordinator and a Resident Caretaker (who lives on site).

**TASKS AND RESPONSIBILITIES:** The Office Coordinator/Bookkeeper carries out a variety of administrative, communication, and bookkeeping activities for the Meeting. The full job description for this position can be found at the end of this announcement.

### **SKILLS AND QUALIFICATIONS:**

- Must be able to work independently with good judgment and personal integrity.
- Must be able to communicate effectively and work cooperatively with TCFM committees, Resident Caretaker, Treasurer, cleaning service and other contractors, and community groups that rent space in the building.
- Must be able to organize and effectively prioritize the wide variety of tasks in the job description.
- Must be flexible and tolerant of interruptions.
- Must have solid writing, editing and word processing skills, and ability to manage publications (a newsletter and directory) and maintain the TCFM web site.
- Should be proficient with accounting software, preferably QuickBooks Desktop.
- Should be familiar with the faith and practices of Quakers or be willing to learn the basics.
- Should be willing to learn new skills as needs arise.

**HOURS:** 18-25 hours per week, depending on qualifications and ability to handle the full range of responsibilities. Hours to be negotiated during the hiring process. It might be possible for some of the work to be done from home, with approval of Supervisor.

**WAGES:** \$18-22 per hour, depending on experience and qualifications.

**BENEFITS:** Three weeks paid leave per year. Flexible hours work schedule is available with approval by Supervisor.

**STARTING DATE:** As soon as possible once position is offered.

**TO APPLY:** Send letter of application, including work history or resume, and references by email to [searchcommittee@tcfm.org](mailto:searchcommittee@tcfm.org).

**TIMELINE:** Applications will be accepted until position is filled, but applicants should apply by September 22, 2023 to receive prompt and full consideration.

## **Twin Cities Friends Meeting Office Coordinator/Bookkeeper Job Description**

POSITION: Office Coordinator/Bookkeeper

REPORTS TO: The office coordinator/bookkeeper reports to the contact person (Supervisor) designated by TCFM.

STATUS: Employee of TCFM

TASKS AND AREAS OF RESPONSIBILITY:

### Administrative

- Manage distribution of building keys to Friends and Renters in accordance with TCFM policy. Keep paper record of key distribution.
- Sort and distribute incoming mail and email to appropriate officers and committees
- Arrange and take prospective renters on a tour of the building
- Send out and file completed copies of Building Use Agreement and Waivers of Liability
- Schedule use of the building by TCFM groups and outside renters, using an electronic calendar
- Set up and distribute Zoom meeting links as requested
- Every day, ensure that the schedule of meetinghouse use is posted on the whiteboard or calendar in the building
- Coordinate with the Caretaker to schedule various maintenance services and inspections (routine elevator testing, HVAC service, fire inspection, carpet cleaning, etc.) with the least possible disruption to building users
- Check in once a week with the Resident Caretaker and your Supervisor
- Order supplies for the cleaning service and the Resident Caretaker; may be asked to fill in during periods of unexpected absence
- Maintain office resource and history files
- Alert the Clerk of the Building and Grounds Committee to problems in the building, including needed repairs
- Maintain an email database for the Meeting
- Respond to phone inquiries about Friends and about TCFM or direct them to the Clerk of Ministry & Counsel. Send them published materials as appropriate.

### Archival

- Maintain electronic and paper archives of newsletters, MWB minutes, marriages, correspondence, and other items of interest to TCFM history in accordance with TCFM's Records Retention Policy

## Publications

- Gather material for the monthly newsletter from the news committee, clerks' team, members and attenders of TCFM, and Quaker organizations
- Assemble newsletter in PagePlus or similar software; liaise with news committee to copyedit final draft; send finished newsletter to FedEx for printing and to webmaster for email distribution
- Request and receive information for the meetinghouse directory from TCFM members and attenders; format this information into an annually updated directory, in collaboration with the news committee, and provide file to printer for production
- Update Website in collaboration with TCFM committees

## Bookkeeping

- Works under the direction of the Treasurer and Clerk of Finance Committee regarding financial matters
- Use TCFM's accounting software to maintain financial records
- Follow proper accounting procedures
- Prepare budget and accounting reports as requested by the Treasurer
- Time sensitive activities may include weekly, monthly, quarterly and annual accounting tasks:
  - Weekly/biweekly: prepare deposits for Treasurer to make the deposit at the bank; prepare paper checks to vendors to be signed and mailed by the Treasurer; prepare debt service payments to lenders; maintain existing systems
  - Track payments due from and payments made by renters of the building
  - Prepare and monitor payroll including federal and state payroll tax returns
  - Assist in year-end duties such as but not limited to: payroll; finalizing donation lists; organize and file source documents
- Maintain monthly, annual and permanent files in a timely manner
- Maintain a policy and procedures manual for the role of bookkeeper
- Maintain historical files
- Maintain supplies such as donation envelopes, rental and reimbursement slips, ink for check stamp, envelopes, Treasurer supplies, etc.
- Recommend changes to TCFM's bookkeeping practices to improve efficiency and effectiveness