

greenagers

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Position Posting – Part time Administrative & Bookkeeping Assistant

Organization Overview

Greenagers, through its paid employment and educational programs, engages teens and young adults in meaningful work and vocational training relative to environmental conservation, sustainable farming, natural resource management, and related skills.

Greenagers participants learn the value of teamwork, collaboration, initiative, and strong work ethics, with the goal of creating a resilient community and providing opportunities for our young people to remain in or come back to the Berkshires following their education. We embrace the values of service and stewardship, and we support social and environmental progress in all of our work.

Based in Egremont, Massachusetts, we have experienced substantial growth in recent years. To ensure the continued success of our programs and maximize the potential of the April Hill Conservation and Education Center as a community resource, we are actively seeking an organized and dedicated Administrative Bookkeeping Assistant to join our team and support our mission-driven initiatives.

Position Overview:

P/T Administrative Bookkeeping Assistant Job Description

The Administrative Bookkeeping Assistant will collaborate closely with the Business Director to support the financial health of the organization. The Administrative and Bookkeeping Assistant will be responsible for completing clerical and bookkeeping tasks to support financial operations.

Responsibilities:

- Bookkeeping services: Accurately manage financial transactions, including invoicing, expense tracking, credit card administration and reconciling accounts.
- Data Management: Maintain organized and up-to-date records in our financial software (QBO) to ensure the accuracy of financial information.
- Administrative duties as needed in relation to documentation and meeting management.
- Helps to coordinate different events as specified by the Business Director.
- Assists with annual audits.
- Assists with front desk duties.

Desired Skills and Experience:

- Solid computer skills and willingness to learn new systems
- Experience with Quickbooks Online, Google Suite, Excel.
- Professional and friendly interpersonal communication skills

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62 Undermountain Rd. | PO Box 157 | South Egremont, MA 01258 | info@greenagers.org | 413 644 9090
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- Ability to handle multiple tasks and work under the pressure of deadlines
- Exceptional time management, organizational skills, and attention to detail
- Solid belief in the Greenagers mission

This position is part-time: approx. 15-20 hrs/wk

Compensation: Varies based on experience; \$ 19-24 / hour

Greenagers is an equal opportunity employer.

Greenagers does not discriminate on the basis of race, creed, color, ancestry, religion, national origin, sex, sexual orientation, gender identification and expression, age, physical or mental disability, marital status, genetic information, veteran status, being a member of the Reserves or National Guard, status as disabled or Vietnam Era veteran or status in any group protected against discrimination by federal, state, or local law.

We welcome applications from BIPOC, LGBTQ+, women, and veterans. Greenagers is actively engaged in ensuring its programs are welcoming to all, and in increasing diversity, equity, and inclusion in all aspects of its work.

Though the job described above will begin entirely or almost entirely in English, Greenagers welcomes interest from bilingual candidates who can support the organization in being more inclusive in its work.

Email cover letter and resume to office@greenagers.org

Applications accepted on a rolling basis until a candidate is accepted. Priority given to those submitted by November 1st, 2023

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