



Come join our team! At Haiti Outreach, we collaborate with the people of Haiti to build community initiated and maintained projects that advance their development. The majority of our staff are in Haiti but we have a small office in Golden Valley, Minnesota. We are looking for someone who has a passion for international development work that can help with financial, administrative and supportive capacities. If that is you, let's talk!

Bookkeeper and Office Manager Responsibilities:

- Bookkeeping
 - QuickBooks
 - Income and Accounts Receivable
 - Accounts Payable
 - Payroll (recording the outside payroll service's data)
 - Bank reconciliations
 - Assist with additional financial input and maintenance including annual audit
- Customer Relationship Management (CRM)
 - Maintenance of eTapestry donor database
 - Record all donation income, Accounts Receivable
 - Reconcile donations, A/R and fundraising statistics with QuickBooks
 - Recordkeeping of all donor relationships and correspondence
 - Report on all donor information as needed
- Communications
 - Acknowledge donations with thank you letter receipts
 - Respond to emails, letters and other written communication as needed
 - Answer the phone and respond appropriately to phone communications
 - Assist in the creation and distribution of newsletters, the annual report, and other written reports and mailings
- Purchasing
 - Coordinate with the office in Haiti
 - Communicate closely with Purchasing Manager in Haiti
 - Communicate closely with vendors to purchase items needed for Haiti
 - Track orders to ensure their timely delivery and update staff accordingly
 - Maintain purchasing records and share with staff as required
 - Minnesota Office
 - Manage office supplies
 - Make purchases as needed and requested
- Trips (NOTE: currently we are not taking group trips to Haiti but when we do):
 - Help schedule trips for groups, staff, and occasionally others
 - Arrange flights and lodging

- Communicate with travelers as needed
- Track payments
- Track and provide trip payment accounting
- Fundraising
 - Help coordinate fundraising events as needed, including attending events as necessary

Travel

Travel to fundraising events we hold in the Twin Cities area a few times a year, including the fundraising Gala annually; Travel to Haiti is possible when it is safe to do so

Professional and Personal Attributes – all required

- Well Organized, Precise and Accurate/ Attentive to details
- Professional Phone and Email Etiquette
- Team Player
- Friendly, helpful to staff, customers, volunteers, vendors
- Service Orientation
- Flexibility
- Able to Multi-Task and Prioritize
- Understand how daily tasks impact the whole mission
- Good Listener and Communicator
- Able to Problem Solve
- Information Systems Experience and Skills
 - MS Office (R), QuickBooks (R), CRM Platform (i.e. eTapestry) (P), Constant Contact (P), Can adapt to new technologies and work with Executive Team in this area (R)

Required (R) and Preferred (P) Education and Training

- B.S./B.A. (P)
- Communications expertise (R)
- Bookkeeping knowledge and experience (R)
- Training and experience with MS Office, other software (R)

This position is part time (10-15 hours/ week), can be more depending on workload. Flexible hours. In-person at our office in Golden Valley.

Haiti Outreach is committed to hiring and advancing staff who represent voices from traditionally underrepresented populations. We encourage you to apply even if you do not meet all the qualifications.

How to Apply: Please send a cover letter and resume to Dale Snyder, Administrative Director, at dale@haitioutreach.org. Open until filled.