JOB ANNOUNCEMENT

Title: Bookkeeper & Office Manager
Classification: Full-time, hourly, eligible for full benefits, eligible for overtime with prior approval
Location: Tucson, Arizona
Application Deadline: Open until filled; application reviews to begin on August 16, 2021
Hourly Rate: $22
Benefits:

- Paid Time Off (PTO) – 5 weeks in your first year: 200 hours pro-rated through December 31, 2021
- Health insurance - ASW pays 84% of employee coverage, 3 plans to choose from
- 401(k) retirement plan with 20% employer match - Traditional IRA, ROTH IRA, various funds to invest in
- Dental insurance - ASW pays 50% of employee coverage
- Life insurance, short term and long term disability insurance, vision plan - ASW pays 100% of employee coverage

Who We Are:
Archaeology Southwest (ASW) is a 501(c)(3) not-for-profit organization focused on preserving and educating the public about archaeological sites in the Southwestern United States and northern Mexico. For more than three decades, we have practiced a holistic, conservation-based approach to exploring and protecting the places of the past. We call this Preservation Archaeology. By exploring what makes a place special, sharing this knowledge in innovative ways, and enacting flexible site protection strategies, we foster meaningful connections to the past and respectfully safeguard its irreplaceable resources.

For more information, please visit www.archaeologysouthwest.org

The Position in a Nutshell:
The Bookkeeper & Office Manager works with, and under the direction of, the Director of Finance and Operations to support all staff and to ensure an effective and smoothly functioning office.

Bookkeeper Responsibilities:
- Process accounts payable, accounts receivable, client billing, cash receipts, and journal entries
- Reconcile investment accounts, bank accounts, credit card accounts, others as needed
- Assist with month-end and year-end close
- Assist with annual financial audit, workers’ compensation audit, and other audits as needed; prepare schedules and provide documentation as requested
- Maintain records in both paper and digital file systems
- Other duties as needed

Office Manager Responsibilities:
- Administrative duties:
  o Greet visitors, answer telephones, provide assistance and guidance both in person and remotely as individuals enter the office or call with questions
  o Sort and distribute all incoming mail and deliveries, handle outgoing mail
• Monitor and maintain inventory of general office supplies
• Monitor and maintain office equipment (copiers, postage machine, etc.)

- Facilities/Property management:
  • Liaise with the property manager and cleaning service company to ensure facilities are clean and maintained
  • Monitor and maintain company vehicles
  • Monitor and maintain inventory of facilities maintenance supplies

- Bookstore duties:
  • Fulfill publication sales orders, both individual and wholesale orders
  • Create and mail invoices for wholesale bookstore orders
  • Maintain publications inventory

- Human resources and payroll duties:
  • Liaison to all new staff, provide information and forms for payroll, benefits, etc.
  • Lead on assigning tasks and managing volunteer duties for front office volunteer

- Other duties as needed

Qualifications:
- A self-starter with the ability to work both independently and in a team
- Well-organized, able to prioritize and meet multiple deadlines with shifting priorities
- Excellent interpersonal, written, and verbal communication skills
- At least two years prior administrative/bookkeeping experience, preferably in a not-for-profit organization or academic environment with federal grant funding
- Experience with accounting software; Fund EZ or similar fund accounting software experience is highly desired
- Proficiency in Microsoft Excel and Microsoft Word

To apply, send a cover letter, resume, and three references to:

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