



Job Title:	Accounting Assistant	Reports to:	NBN Executive Director
Compensation:	\$33,280 - \$37,440 Starting annual salary	Standard Hours:	Normal office hours are 8:30 am - 5:00 pm
Location:	Muskogee NRC	Travel Required:	Less than 10%
Supervises:	N/A	Position Type:	Full time

Applications Accepted until position is filled Position to start January 2, 2019 or sooner

E-mail:
klynch@nbn-nrc.org
Subject Line:
Attention: Kim Lynch

Mail:
Kim Lynch
Neighbors Building Neighborhoods/Nonprofit Resource Center
207 N. 2nd Street
Muskogee, OK 74401

Job Purpose:

The bookkeeping position reports to the executive director and is responsible for providing financial, administrative and clerical services. Providing these services in an effective and efficient manner and interact with back-office clients as needed.

The position is responsible for financial administration of Neighbors Building Neighborhoods programs, Nonprofit Resource Center members and contracted fiscal sponsor organizations. In addition to the fiscal agency work, grant administration and reports will be completed.

Required Education, Skills & Proficiencies:

- Bachelor degree preferred or work equivalence.
- Ability to work well with others.
- Ability to speak clearly and communicate effectively both verbally and in writings.
- Primary focus knowledge of QuickBooks, payroll functions, grants or designated fund management.
- Exceptional organization skills

Physical Requirements:

- Must be able to lift up to 10 pounds.
- Sit or stand for long periods of time.
- Must be able to pull, push, reach, engage in repetitive motions, grasp, and speak.

NBN is a smoke-free/drug-free/weapon-free environment.

Neighbors Building Neighborhoods does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. NBN is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.