

DAKOTA RESOURCE COUNCIL
Bookkeeper/Administrative Assistant – Part-time

Dakota Resource Council, North Dakota's only home-grown, statewide, multi-issue grassroots organization, is looking for a part time Bookkeeper/Administrative Assistant. DRC works with members to address issues with sound and successful community organizing efforts, empowering people to speak for themselves on issues related to their lives and livelihoods. DRC organized in 1978 and is a founding member of the Western Organization of Resource Councils. The position is based in Bismarck.

RESPONSIBILITIES

Under the supervision of the Executive Director, the Bookkeeper/Administrative Assistant is responsible for:

- Bookkeeping duties including managing expenses, income, deposits, reconciliation, and purchasing; this includes maintaining financial controls, preparing monthly and quarterly financial reports, and preparing information needed for filing tax returns.
- Preparing payroll and reimbursements and administering personnel benefits, insurance policies, leases.
- Filing and maintaining organizational financial records and archives.
- Assisting in preparation and logistics of workshops, meeting and trainings.
- Assisting in daily office tasks and upkeep including answering phones, sending and receiving mail, buying and storing supplies, general office cleaning, and other administrative assignments and tasks as needed.

QUALIFICATIONS

- An Associate's degree in accounting, non-profit management, or related field, or 2 years relevant experience providing operational or financial assistance to an organization.
- Must be proficient in QuickBooks, Word, and Excel.
- Excellent communication skills, including interpersonal relations and strong ability to write and communicate verbally.
- Must be detail oriented, organized, highly efficient, and able to multi-task and meet deadlines.
- High level of maturity.
- Capacity to work independently as well as with a team.
- Commitment to the mission and goals of the organization, and the community organizing approach to social change
- Comfortable with farmers, ranchers, rural people, and people from a diversity of backgrounds and cultures.
- Required Experience: Administrative Assistant: 1 year. Bookkeeping: 2 years.

HOW TO APPLY

Send a cover letter, a resume, and 3 references to: Don Morrison, Dakota Resource Council, 1200 Missouri Avenue, Suite 201, Bismarck, ND 58504. **Application Deadline:** Until position is filled.

DRC is an equal opportunity employer that does not discriminate on the basis of sex, race, religion, ethnic background, sexual orientation, or physical disability.