



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Bookkeeper & Human Resources Coordinator

### Job Description

**Position Description:** The Bookkeeper & Human Resources Coordinator is responsible for maintaining Bikes Not Bombs' day-to-day accounting systems and for accounting reconciliations and reports. Additionally, working alongside the Executive Director and Staff Leadership Team, the Bookkeeper and Human Resources Coordinator provides administrative, human resources, and executive operational support across all staff teams. The Bookkeeper & Human Resources Coordinator reports to the Executive Director, works closely with BNB's Accounting and Financial Consultant, and primarily works at the Bikes Not Bombs headquarters in Jamaica Plain - Monday through Friday, from 9am-5pm.

### Core Responsibilities

#### **Accounting Systems Management & Coordination (40%)**

- Process weekly Accounts Payable; manage accounts to ensure minimal impact on cash flow
- Act as main point of contact for vendors, Bikes Not Bombs (BNB) staff, and volunteers regarding invoices
- Prepare and enter bank deposits; record Revenue and Accounts Receivable
- Provide bi-weekly cash updates to staff
- Calculate and pay monthly sales tax for the BNB Bike Shop
- Conduct monthly reconciliation of bank accounts and credit card accounts
- Ensure that monthly transactional accounting for Revenue, Deposits, Accounts Payable and Payroll is complete and reconciled for Accounting and Financial Consultant to complete the month-end accrual accounting close and prepare financials for Budget & Finance Committee
- Perform other duties as assigned from time to time by Accounting and Financial Consultant or Executive Director

#### **Payroll, Human Resources & Admin Support (25%)**

- Champion Bikes Not Bombs' dedication to fostering an equitable and sustainable work culture through implementing policies that ensure a healthy work/life balance; encourage staff to make use of mental health supports
- Ensure timesheets for all staff member are collected and submitted, reviewed, and processed for payroll
- Process and submit weekly payroll through ADP and support staff on payroll by managing all payroll related questions
- Facilitate onboarding paperwork of new hires, manage specific aspects of staff on-boarding (W-4, I-9) and maintain up-to-date personnel files for all staff members
- Lead staff recruiting, interviewing, selection, training and onboarding practices alongside the Executive Director for all new hires, including volunteers, youth apprentices, AmeriCorps fellows and interns
- Manage the administration of employee paperwork and benefits administration and liaise with the Executive Director and Accounting and Financial Consultant as needed
- Generate 1099's and W-2's for employees and consultants/contractors
- Ensure staff are investing in professional development opportunities and support specific professional development objectives with 1-1 consultations
- Support Executive Director in other areas of HR functions
- Provide administrative support as needed for BNB programs and events

#### **Executive Support (15%)**

- Assist Executive Director, Accounting and Financial Consultant, Program Staff with information and data to support the development of annual budget and monthly budget reports
- Serve as liaison with health insurance provider and other insurance brokers



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## **Budget & Audit Preparation (20%)**

- Actively participate on the audit team by supporting the Accounting and Financial Consultant and Executive Director
- Gather audit and tax return supporting documentation and sample selections for the testing of revenue, expense, and other items

## **Background and Qualifications**

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong computer skills and ability to become proficient in relevant software.

- Strong Bookkeeping and solid accrual accounting skills
- Strong QuickBooks and Excel skills required
- Experience with ADP or other payroll systems
- Excellent organizational skills and attention to detail
- Knowledge of budgeting and experience working with grassroots nonprofit organizations and with entrepreneurial businesses preferred
- HR experience preferred
- Ability to prioritize and manage multiple tasks
- Interest in and ability to improve systems; commitment to excellence a must

## **Racial Equity**

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly Black and other marginalized people in Boston and of communities in the Global South**, so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

## **Application Process**

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to [jobs@bikesnotbombs.org](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Bookkeeper & Human Resources Coordinator" and your full name in the subject line. The compensation package for this position includes an annual salary of \$50,000-\$70,000. Additional benefits include: health insurance, paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Expected start date is August 15 or ASAP.

## **BNB's Mission & History**

**Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South.** Each year we collect roughly 4,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to partners in support of economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#), where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Staff and paid Youth Apprentices working in our retail [Bike Shop & Training Center](#) also recondition and sell some of the donated bikes that we receive. Profits from bicycle sales, parts sales, and repairs go towards funding our youth and international work. BNB is 38 years old and has an annual budget of \$2.5 million and is a rapidly growing organization.