

Minneapolis Office Manager and Administrative/Accounting Assistant

Land Stewardship Project, Minneapolis, MN Location

Full Time (40+ hours/week)

The Land Stewardship Project (LSP) is a private, nonprofit organization founded in 1982 to foster an ethic of stewardship for farmland, to promote sustainable agriculture and to develop sustainable communities. We have offices in Minneapolis, Lewiston and Montevideo. LSP is a membership organization dedicated to creating transformational change in our food and farming system. LSP's work has a broad and deep impact, from new farmer training and local organizing, to federal policy and community based food systems development. At the core of all our work are the values of stewardship, justice and democracy. We offer a great benefits package and a supportive and friendly work atmosphere.

The person in this position provides administrative, clerical, and accounting support to the Director of Administration and Finance, as well as manages the Minneapolis office, and gives general administrative and program support to the organization. The person is the initial point person both internally and externally for the organization.

KEY AREAS OF RESPONSIBILITY

Accounting Assistance

- Seek timely submission of employee time/expense sheets, and assist with payroll preparation.
- Maintain record-keeping of staff hours.
- Make weekly bank deposits.
- Maintain Accounts Receivable, process invoices, and prepare checks for the organization.
- Prepare trial balance reports as necessary.
- Assist in preparing for annual audit.
- Track expenses for bulk mail, mail meter and mass emails.

Administrative Responsibilities

- Provide oversight to, and communication with, administration for other LSP offices.
- Contribute to a positive and professional work environment.
- Answer phones and provide information to callers about the full range of work.
- Sort and distribute office mail.
- Provide some technical assistance with staff or assist in problem solving.
- Maintain equipment and furniture, including acquisition, leasing, and maintenance arrangements for computers, telephones and other systems for the organization.
- Provides training of new technology.
- Compile and calculate lobbying activities. File report with the State of Minnesota Campaign Finance and Public Disclosure Board.
- Administer employee benefits.
- Assist with grant proposals and reports, maintaining grant files and grant log.
- Assist with board meeting logistics, mailings and record keeping.

Program Support

- Assist LSP's Membership Program with mailings, phone banks, information requests, contribution processing and other tasks as needed
- Support senior management and program staff as needed.
- Understand bulk mailing procedures and provide assistance to staff and volunteers.
- Assist with and attend meetings, actions and events with the discretion of supervisor.

Minneapolis Office Management

- Facilitate the efficient operation of the office.
- Ensure that general office areas are kept well organized, clean, and tidy, including coordination of recycling and trash removal.
- Oversee organization of resources, library, and exchange periodicals.

Minneapolis Building Management

- Assist with Accounts Payable, rent due, and audit preparation for the Land Stewardship Legacy, LLC (wholly owned subsidiary that owns the office building in Minneapolis).
- Coordinate optimal building maintenance and cleaning.
- Act as liaison to renters.
- Keep supply inventories at optimal levels.
- Monitor utility usage.
- Assist with meeting space reservation

Software used: Microsoft 365, Microsoft Word, Excel, Microsoft Dynamics, Adobe Acrobat.

Qualifications:

- Bookkeeping experience required, Microsoft Dynamics GP experience a plus.
- Familiar with Microsoft Excel and Word.
- Filing and maintaining accurate records a must.
- Ability to actively listen and problem solve.
- Great verbal and written communication skills.
- Ability to relate to a wide cross-section of people.

This position reports to and is supervised by the Director of Administration and Finance.

Application Deadline: 10/16/2013

Send letter & resume to:

Joe Riemann

Land Stewardship Project

821 East 35th Street, Suite 200

Minneapolis, MN 55407-2102

joer@landstewardshipproject.org