



**HISTORIC  
GERMANTOWN**  
*Freedom's Backyard*

. 5501 GERMANTOWN AVENUE . PHILADELPHIA . PA . 19144

## **Office Coordinator**

### **Job Duties**

#### **Finances**

- Support bookkeeping and budgeting procedures for the organization
  - Enter invoices into Sage software system; collect W-9 from vendors
  - Process donations
  - Deposit checks
  - Process Payroll
  - Insurance
- Assist with logistics related to annual auditing and financial reports

#### **Office**

- Manage emails, mail (letters/packages/deliveries), phone calls and other forms of correspondence
- Support membership mailing campaigns
- Track and replace office supplies as necessary (including: stationary, water, toner, cleaning, etc.)
- Connect with vendors (computer, copier, etc.)
- Organize files, storage etc.
- Maintaining and updating office policies, procedures, etc.

#### **Other**

- Provide office and logistical support for major annual events such as the Germantown Hall of Fame
- Assist colleagues whenever there is an opportunity to do so
- Other duties as assigned

#### **Skills & Qualifications**

- Excellent time management and organizational skills
- Attention to detail
- Outstanding abilities to communicate in person, in writing and over the phone
- Familiarity with common procedures and basic accounting principles used in an office
- Knowledge of Microsoft Office and other office management tools and applications

#### **Education/Experience**

- High School Diploma or GED / Associate's Degree

Position is Part-Time: 15 hours week / Salary \$17 per hour

*Please send cover Letter and Resume to Stacey Swigart – [sas@freedombackyard.com](mailto:sas@freedombackyard.com)*

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