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## **Job Title**

**Office Coordinator**

## **Job Description**

Our permaculture/sustainable ag/irrigation and appropriate technology company is growing fast and we're looking for more help. This role has opportunity for growth and could become a valuable career. Working with a small team on various projects in an office/showroom environment, it includes basic bookkeeping, communicating with staff and vendors by phone and email, basic tech support, running reports, data entry, administrative projects, and other miscellaneous tasks. Potential for part of the work to be done remotely after a training period. This is a role with opportunity for growth and advancement. Benefits available.

### **Minimum Qualifications (Knowledge, Skills, and Abilities):**

- High School Diploma or GED (2-4 years college or equivalent work experience preferred)
- Three years of related experience or relevant coursework
- Computer proficiency
- Accuracy and attention to detail
- Good oral and written communication skills
- Ability to work well independently and as part of a team in an office setting
- Able to prioritize, work under pressure and meet deadlines
- Be comfortable following instructions precisely
- Accurate data entry skills
- Ability to take ownership of a process or project, keep associated information and data updated, and regularly report this information to the team in a clear and concise manner

### **Preferred Attributes:**

- Experience as a bookkeeper or accountant
- Familiarity with a range of financial transactions including Accounts Payable and Accounts Receivable
- Experience with NetSuite or other ERP systems is a plus
- Understanding of accounting rules and procedures
- Customer service experience
- General understanding of purchase orders and inventory movement through warehouses

**Potential Duties and Responsibilities:**

- Coordinate and implement general office services such as appointment-setting, records control, and other administrative activities
- Use various office support software applications such as electronic calendars, email, the company database system, spreadsheets, and documents
- Manipulate and format data and/or reports
- Run and organize various reports to support the Accounting and Purchasing teams, and update data when appropriate
- Involvement in the accounts payable process
- Participate in managing bank statements and bookkeeping tasks
- Assisting with various payroll and tax-related functions and forms
- Communicate with vendors regarding open purchase orders, associated dates, item records, and update systems accordingly
- Review records regularly to ensure all transactions are entered and coded accurately
- Various data entry projects
- Other duties as assigned

**Additional details:**

- Location on Broadway in NW Boulder, CO
- Job Type: Part to Full-time
- Compensation: \$16-\$18/hr, based on experience and qualifications
- Medical, dental and vision coverage benefits offered after 60 days of employment depending on type of employment
- 401K options available after 6 months of employment

If you are interested in getting involved in our growing business, don't wait, apply today!

Please send your cover letter and resume to [careers@sustainablevillage.com](mailto:careers@sustainablevillage.com).

We look forward to growing with you!