

# **Administrative/Accounting Assistant and Minneapolis Office Manager**

Land Stewardship Project, Minneapolis, MN Location

**Applications are due by Friday, November 4<sup>th</sup> 2011**

## **About Land Stewardship Project:**

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.

LSP is a grassroots membership organization with offices in urban and rural Minnesota, made up of farmers, as well as rural and urban residents working together to:

- secure a healthful food supply
- preserve soil, water and wildlife
- support diversified, profitable family-sized farms
- organize communities for positive change
- hold corporations and government accountable
- and create a new sustainable vision for our food and agriculture system

## **About the position:**

The person in this position provides administrative, clerical, and accounting supports to the Manager of Administration and Finance, as well as manages the Minneapolis office, and gives general administrative support to LSP programs and the rural offices in Lewiston and Montevideo.

*Key Areas of Responsibility:*

### **Administrative Assistance**

- Answer phones and provide information to callers.
- Handle office mail.
- Copy, fax, and file documents, articles, etc.
- Assist with mailings.
- Assist with meeting preparations and events.
- Collect, compile, and distribute staff notes.
- Support senior management and program staff as needed.
- Compile and calculate lobbying activities. File report with the State of Minnesota Campaign Finance and Public Disclosure Board.
- Administer employee benefits.
- Maintain liaison with Board members and assist with LSP Board meeting logistics.
- Assist with Membership Program.
- Assist with grant proposals and reports, maintaining grant files and grant log.
- Works closely with staff members on administrative issues in other LSP offices.
- Liaison for technical operation of computers, service system, internet, email, telephone service, and related computer equipment across offices.
- Maintain shared files (Dropbox) and train staff on utilization of cloud technology

### **Accounting Assistance**

- Seek timely submission of employee time/expense sheets, and assist with payroll preparation.
- Prepare monthly expense tracking (postage, copy machine, bulk mail, etc.)
- Make weekly bank deposits.
- Record deposits and disbursements
- Maintain petty cash.

- Maintain Accounts Receivable, processes invoices, and prepares checks for both the organization and the Farm Beginnings® Class.
- Help in preparing financial data for yearly audit.

**Minneapolis Office Management**

- Facilitate the efficient operation of the office.
- Maintain equipment and furniture, including acquisition, leasing, and maintenance arrangements for computer, telephone and other systems in consultation with the staff.
- 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.
- Keep supply inventories at optimal levels.

**Powderhorn Building Management**

- Rental management/ interaction with tenants
- Overall building management: rents, maintenance, utilities
- Related bookkeeping
- Construction Liaison

**Software used:**

Microsoft Word  
 Excel  
 Great Plains (accounting program)  
 Adobe

**Skills desired:**

Multi-tasking	Flexibility	Basic understanding of
Personable	Basic bookkeeping	computer systems
Communication skills	Able to problem solve	Detail-orientated

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

**Please submit resumes to:**

**Joe Riemann**  
**Land Stewardship Project**  
**821 E 35<sup>th</sup> St, STE 200**  
**Minneapolis, MN 55407**  
**612-722-6377**