



ToolBank USA Administrative Assistant

Job Description:

ToolBank is seeking a highly organized and detail-oriented Administrative Assistant to support daily operations. This role will focus on financial tracking/bookkeeping, data entry, and scheduling, ensuring smooth internal processes for TBUSA. The ideal candidate will be proactive, efficient, and comfortable managing multiple tasks in a fast-paced environment. The ability to work both independently and collaboratively with all ToolBank team members, located in various parts of the country, Puerto Rico, and Hawaii, is important for this position. The candidate must be able to effectively communicate with team members, while maintaining discretion and confidentiality. Candidate must also have a passion for the mission.

Position Reports to: Executive Office and Compliance Manager

Key Responsibilities:

Financial & Bookkeeping Tasks

- Perform bookkeeping duties in QuickBooks such as creating invoices, entering and matching deposits/bill payments, and ensuring that entries are placed in the right accounts and assigned to the correct classes
- Process and track monthly expense reports in Concur and match expenses in QuickBooks
- Monitor and record gift card expenditures in QuickBooks

Donor & Acknowledgement Management

- Create and manage acknowledgements for donations and contributions per organizational and IRS policies with the Director of Development
- Enter donations in Salesforce and work with the Director of Development to ensure accuracy, follow-up, and reporting
- Collect in-kind donation receipts, ensure accuracy, and enter in QuickBooks and Salesforce

Administrative Support

- Schedule and coordinate meetings across departments
- Arrange travel accommodation and logistics for staff as needed
- Assist Executive Office and Compliance Manager with other duties as needed, such as end-of-year reporting, affiliate communications, and supply purchases

Additional Responsibilities

- Professionally and assertively represent the values of ToolBank through words, actions, and decisions
- Dedicate ongoing attention to personal and professional development
- Assist with and attend ToolBank USA annual functions as needed to provide administrative support

Preferred Qualifications

- A bachelor's degree +2 years' administrative experience in a nonprofit or similar environment
- Familiarity with expense reporting and financial tracking, with preferred experience in QuickBooks and Concur
- Familiarity with data tracking, with preferred Salesforce experience
- Superior time, attention, and project management skills
- Ability to work well both as a team and independently
- Ability to maintain confidentiality
- Ability to keep a tight and accurate schedule for all duties and the ability to do so by consistent follow-through with team members

Compensation & Benefits

- Salary range: \$50,000 - \$57,000
- Healthcare benefits available
- 401 (k) plan with employer match
- Cell Phone Allowance
- Flexible scheduling
- Paid time off
- Professional development opportunities

*This position will require a background check

If you are interested, please send a cover letter and resume to resume@toolbank.org. Please do not send your resume to staff as they will not be recorded.