

Bookkeeping/Administrative Assistant

Part Time

Remote, US Eastern Time Zone preferred

The Signals Network is seeking a part-time bookkeeper and assistant to support its day-to-day accounting and administrative tasks. This is an opportunity to work with a small US-based non-profit organization run by a smart and talented international team determined to hold power to account.

About The Signals Network

[The Signals Network](#) (TSN) is a US-based non-profit organization with international operations. Its aim is to advance the public's interest by encouraging transparency, accountability, reporting and whistleblowing.

To support whistleblowers and hold power to account, The Signals Network is developing an end-to-end approach that includes: **empowering** workers to stand up to power and speak out about wrongdoing; **protecting** whistleblowers who contribute to published reports of wrongdoing; supporting collaborative **investigative reporting** on wrongdoing; and, advocating for lasting **change** as a result of whistleblower revelations.

The Signals Network actively supports dozens of whistleblowers globally as they report on wrongdoing and fight for lasting change. These courageous individuals have provided information on the biggest media stories of our time, including Big Tech data violations and government and corporate corruption, to a range of international media outlets, including *The New York Times*, *The Guardian*, *Time*, *Le Monde*, *BBC*, *Der Spiegel* and *The New Yorker*. We have coordinated the publication of major investigations through media in the U.S. and across Europe that reached tens of millions of readers. In 2021, we kicked off our Tech Accountability Project (TAP) to specifically tailor our end-to-end support to tech workers and Big Tech whistleblowers. More information is available on our [website](#).

Position summary

The Bookkeeper/Administrative Assistant is responsible for bookkeeping tasks involving accounts payable, receivable and general ledger items. The administrative assistant duties involve basic organizational support, policy enforcement, travel and expense recording and document management. The ideal candidate enjoys detail and is a team player willing to pitch in on a variety of tasks. A passion for the holding power to account is required.

Reports to: Director of operations with dotted line to executive director

Book keeping responsibilities include:

- Handle accounts payable working within Quickbooks environment
- Support aspects of general ledger and budget forecast; provide information to accountant for quarterly reports
- Oversee payroll and accounts receivables
- Maintain orderly accounting filing system
- Enforce procurement policy
- Support budget forecasting process
- Support fundraising manager's shift to an online donation system

Administrative responsibilities include:

- Oversee info@ email and answer or forward relevant requests.
- Oversee expense policy, Expensify and contact with HR and tech service providers
- Assist in scheduling travel and other one-off events
- Assist with Board/Committee meeting preparation
- Schedule and oversee team meetings and retreats
- Draft memos as needed
- Participate in events as needed as a member of administrative staff.
- Other duties as required by the Director of Operations and/or the Executive Director.

Qualifications

- Experience in QuickBooks Online
- Proficiency in basic to intermediate bookkeeping functions
- High-level of proficiency in Excel and/or other spreadsheet tools
- Detail oriented with an aim toward high level of accuracy
- Self-motivated and directed, with excellent project and time management skills; takes initiative to identify risks and issues, solve problems, and solicit input and help from others
- Previous work with 501 (c) 3 preferred
- Able to work with European based team with at least some time overlap
- An entrepreneurial spirit with a sincere interest in supporting whistleblowers in order to protect the public's right to know

Location

- Remote work. Team is currently located in Europe and East Coast; Eastern time zone is preferred

Hours and availability

Approximately 50% per month, 3.5 hours a day (flexible in how hours are distributed in the week).

Compensation

\$33 - \$40 per hour. To be negotiated. Hourly as freelancer/consultant or non-exempt employee. Include time off and minimal workcare benefits.

Level of Language Proficiency

Native English speaker. Knowledge of French is a plus.

Professional Level

Professional

The Signals Network strives for justice, equity, diversity, and inclusion (JEDI) and prioritizes these values in our organization, programming, and employment practices. JEDI is at the forefront of our strategy and culture, and we are committed to building a team that represents a variety of backgrounds, perspectives, cultures, skills, and experiences, knowing that the more inclusive we are, the more successful we will be. We are an equal opportunity employer and Black, Indigenous, People of Color, and LBGTQ+ candidates are strongly encouraged to apply.

To apply

Please send a cover letter and your qualifications by November 4th, 2022 to

<https://jobs.gusto.com/postings/the-signals-network-inc-bookkeeping-administrative-assistant-a03eca71-1bc7-4960-97cc-8f87687c9930>