

Position: Part-time Administrator/Bookkeeper, NE FIRST

[NE FIRST](#), which supports more than 170 high school *FIRST* Robotics Competition (FRC) teams and 11+ events in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont, has established its new headquarters at 400 Woodland Ave., Bloomfield CT 06002.

The organization seeks a part-time (20-25 hours per week winter and spring, 10-12 hours/week summer and fall) administrator and bookkeeper. Responsibilities include the following:

Administrative

- Pick up, sort and direct mail to appropriate NE *FIRST* staff, board members and volunteers for response and processing.
- Perform all bookkeeping functions: accounts payable/receivable, payments as directed by NE *FIRST* Executive Director, monthly financial statements.
- Create and maintain a filing system for NE *FIRST* documents.
- Maintain current contact information for key staff and volunteers.

Facility: Office and Warehouse space at NE FIRST's Bloomfield, CT headquarters

- Maintain professional appearance of front office.
- Maintain a log for scheduling use of office (for meetings) and warehouse.
- Set up a system to keep track of NE *FIRST* game fields and parts inventory in the NE *FIRST* headquarters warehouse and when used at district events.

Event Support

- Support needs of NE *FIRST* staff, board members, senior mentors and event volunteers that pick-up/return field equipment, materials etc. from the NE *FIRST* headquarters.

Requirements

- Experienced bookkeeper/administrator/office manager
- Experienced user of financial management and office software (QuickBooks, Word, Excel, PowerPoint)
- Must have own vehicle for use. Use of vehicle for NE *FIRST* will be reimbursed at standard mileage rates.
- Must be able to physically manage light lifting and moving tasks.
- 10-25 hours per week
 - During the *FIRST* Robotics Competition season (January 2 – June 1): 3-5 hours/day at NE *FIRST* headquarters office between 9 a.m. and 5 p.m.
 - Off-season (June 2 – December 31): 10-12 hours/week at NE *FIRST* headquarters office between 9 a.m. and 5 p.m.

Compensation/Benefits

- Negotiable based on experience and availability

To apply, please send a letter, resume and references to:

Bruce Linton

Executive Director, NE *FIRST*

blinton@nefirst.org