



JOB OPENING – Office Coordinator

Bloomington/Eden Prairie Meals on Wheels

8400 France Avenue South, Bloomington, MN 55431

952-835-1665 blepmn@gmail.com

Job Title: Office Coordinator

Reports To: Program Director

Job Type: Part-Time (20 – 25 hours) - hourly rate

Pay Range: \$15.00 - \$18.00 per hour

Summary:

Coordinate and execute office operations to ensure the most effective procedures and highest quality of service to all program constituents.

Essential Duties and Responsibilities include the following:

1. Perform daily office duties 3 days a week, including creating route sheets and kitchen reports, answering phone calls and emails, ordering food, verifying drivers, and managing client data in Seniors Express.
2. Coordinate volunteer drivers including ongoing recruitment, background checks, data entry, scheduling and incentive programs.
3. Enter meal data into Quickbooks to create accounts receivable. Print and mail client bills.
4. Record client payments to accounts receivable, any on-line payments and donations, and donation payments.
5. Create deposits of all checks received and handle bank deposit.
6. Determine clients with overdue bills and create statements. Work with Program Director to determine follow-up for collection of payments.
7. Work with Metro Meals on Wheels to maintain 3rd party pay billing clients.
8. Maintain meals billed reports, including meals delivered, discounted and written off.
9. Maintain vendor payments file in Quickbooks.
10. Work to improve the efficiency of computer processes (mapping, routing, etc.) as needed.
11. Maintain records in accordance to records retention policy.
12. Perform other related duties as assigned.

Minimum Qualifications include the following:

1. Strong communications skills with the ability to work effectively with management, staff and volunteers.
2. Strong interpersonal skills, with ability to deal effectively with a senior population.
3. Strong organizational & administrative skills with demonstrated ability to solve problems and think strategically.
4. Strong computer skills, knowledge of Microsoft Office suite and Quickbooks.
5. Ability to recruit, motivate and retain quality volunteers.
6. At least two years relevant experience.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Work environment is a shared office environment. Employee has the option to work independently from home office to complete job duties when applicable. Must be onsite during the office hours when Program Director is not onsite.

**PLEASE SEND RESUME AND LETTER OF INQUIRY ATTN Nita Hughes: E-Mail at blepmn@gmail.com
Or mail to Bloomington Eden Prairie Meals on Wheels, 8400 France Ave S, Bloomington MN 55431**