



## Position Description

**Title:** Office and Accounts Manager

**Reports to:** General Manager

### Summary:

Bicycle Transit Systems (Bike Transit) aims to be the global leader in bike share system implementation and operation. Leveraging over 25 years combined experience of our staff in sustainable transportation, Bike Transit brings a new approach to the planning, implementation and operation of bike share systems.

In partnership with the City of Philadelphia, Bike Transit will be launching the Philadelphia Bike Share system in Spring 2015 with 60 stations and 600 bikes. System expansion is anticipated. Our mission is to make bike share a healthy, easy, accessible and enjoyable way to get around Philadelphia.

Under the guidance of the General Manager, the OAM will be responsible for assisting with implementation and ongoing management of the Philadelphia Bike Share office. In particular, the OAM will be responsible for assisting the CFO with entry of financial information on a weekly basis, these will include accounts payable, credit card statements and staff reimbursements. In addition the OAM will assist in payroll submission and other administrative HR tasks as required. The OAM will also be responsible for making sure the Bike Share office runs smoothly. We need someone to keep the wheels on!

### Duties and Responsibilities:

- Work with General Manager to gather financial data to complete reporting as required by contract.
- Assist General Manager with accounting and budgeting tasks on a weekly basis.
- Process accounts payable and payroll on a bi-weekly basis.
- Assist in the preparation of monthly sales invoices.
- Assist in the preparation of monthly management reports.
- Attend weekly meetings with the General Manager as required
- Provide administrative back-up support to all staff: Filing, HR – e-Verify all employees, ordering supplies, invoice payments and tracking.
- Assist Operations manager in scheduling of facilities maintenance and upkeep.
- Maintain stock levels for all consumable office supplies.
- Assist in dispatch and receipt of deliveries and mail.
- Act as general administrative support for General Manager and Operations Manager as required.
- Other duties as assigned.

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[bicycletransitsystems.com](http://bicycletransitsystems.com)

## Qualifications:

- College degree required. Degree in accounting, human resources, business or related is preferred.
- Minimum 3 years in HR, Accounting, Office Management, Administrative Management and/or related role.
- Proficiency at bookkeeping using QuickBooks
- Valid driver's license and a clean driving record. (must pass motor vehicle record check)
- High proficiency in Excel, Word, Google Applications, and ability to learn new software.
- Ability to organize multiple projects, manage different personalities, demonstrate calm under pressure, and gleefully manage the Philadelphia bike share office.
- Self-starter who rises to the challenge, with proven ability to create and implement efficient processes.
- Maintain confidentiality, remain open to others' ideas and exhibit willingness to try new things.
- Demonstrate strong organization skills while adapting to changes in the work environment.
- Dependability, timeliness, and ability to understand when to lead and when to listen.
- Excitement and interest in bike sharing.
- Positive attitude and sense of humor.
- Job may require hours that exceed 8 hours per day and/or 40 hours per week.
- May require bending, stooping, lifting up to 35 pounds.

## Salary range

\$50k – 55k annually commensurate with experience. Benefits included after 90-day probationary period. Opportunity for advancement.

## Type of Position

Full Time, salaried.

## To Apply

Applications must include a cover letter, a brief outline of your ability to meet the qualifications, your current resume and three references. All applications must be emailed to [jobs@bicycletransit.com](mailto:jobs@bicycletransit.com). Please be sure to include the position title, "Office and Accounts Manager", in the subject line. Interviews will begin Mid February.

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