



JOB ANNOUNCEMENT

ADMINISTRATIVE and HUMAN RESOURCES MANAGER

Achieve Tahoe, a non-profit organization that leads the way in providing adaptive sports and outdoor recreation for people with disabilities and their families, seeks a dynamic leader to join the management team in the position of Administrative and Human Resources Manager.

About the Organization

Founded in 1967, Achieve Tahoe has successfully guided thousands of people to a life without limits. Achieve Tahoe provides instruction and experiences in outdoor recreation that are vital to the process in which individuals with disabilities build health, confidence, and independence. We instill in participants the knowledge that it's not their disabilities, but their abilities that count. Participants will tell you with pride, "If I Can Do This, I Can Do Anything."SM

Based at Alpine Meadows Resort in North Lake Tahoe, CA, Achieve Tahoe serves over 850 individuals annually. A team of committed and experienced professionals leads over 250 active and dedicated volunteers. By joining this experienced team, the ideal candidate will manage the human resource, accounting, and administrative practices of the organization.

About the Position

Under the direction of the Executive Director, the Administrative and Human Resources Manager is responsible for the organization's bookkeeping, human resources, and office administration. Primary duties include:

- **Bookkeeping:** Managing accounts payable, accounts receivable, and bank reconciliations. Maintaining internal controls for all money handling and financial transactions. Reconciling the documentation of donor gifts in the donor database and Quickbooks Online. Providing outside auditors with necessary financial and business information for the annual independent audit.
- **Human Resources:** In partnership with Insperity, a professional employment organization (PEO), facilitating employee onboarding, time and attendance, bi-weekly payroll processing, worker compensation claims, and employee grievances. Coordinating and documenting all employee training.
- **Office Administration:** Maintaining physical and electronic office files and records. Managing the purchase, rental, and maintenance of all office equipment, computers, and supplies. Maintaining business licenses, leases, permits, and company contracts. Maintaining current registration and insurance for all vehicles and vessels. Maintaining current certificates of insurance for all programs and special events. Maintaining business liability, auto, and property insurance. Managing building maintenance. Managing business property inventory. Performing office IT functions and manage contracted IT support.
- Other duties as assigned by Executive Director.

"If I Can Do This, I Can Do Anything!"sm

Tel: 530.581.4161 | P.O. Box 8339, Truckee, CA 96162 | www.AchieveTahoe.org

Physical Address: 2680 Alpine Meadows Road, Alpine Meadows, CA 96146



Requirements for the Administrative and Human Resources Manager include High School graduate, or equivalent. At least two years of experience in an office management position.

The ideal Administrative and Human Resources Manager will have at least five years of related office management, bookkeeping, and/or human resource management experience, including at least one year of experience working for a nonprofit organization, as well as the ability to maintain a high degree of confidentiality regarding Achieve Tahoe business, including all employment and financial records, transactions, data, research, and communications.

The ideal Administrative and Human Resources Manager will have the knowledge, skill and ability to:

- be a self-starter who is eager to learn and grow with the organization.
- have a college degree in a related field.
- demonstrate a solid understanding of bookkeeping and basic accounting principles.
- demonstrate and maintain current knowledge of HR policies and practices.
- maintain detailed knowledge and experience with Quickbooks online.
- have excellent customer service and communication skills, both verbal and written.
- be able to coordinate multiple projects, prioritize responsibilities, and meet deadlines with minimum supervision.
- enforce company policies and procedures.
- recommend the latest information technology and applications to increase efficiency of all aspects of the business.
- be able to represent Achieve Tahoe in a positive and professional manner.

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation includes a salary starting at \$79,000 - \$83,000/annually, commensurate with education and experience along with health insurance, 401k company match, and other benefits.

Work Schedule is full-time, year-round. The work week is generally Monday – Friday and may include some weekends. The work location is at an Achieve Tahoe office at either Alpine Meadows Resort or in the Village at Northstar California. Limited remote work will be available after six months of employment.

To apply, please submit a cover letter, resume and Achieve Tahoe employment application to Haakon Lang-Ree, Executive Director, AchieveTahoe; haakon@achievetahoe.org. For more information, go to www.AchieveTahoe.org.

The position is available immediately and will remain open until filled.

Achieve Tahoe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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