



Emerging Prairie Office Coordinator & Accounts Receivable Assistant

Full-Time: 40 hours per week

Salary: \$40,000+

Job Summary

Emerging Prairie is seeking an Office Coordinator & Accounts Payable Assistant to oversee day-to-day operations of the Prairie Den, home to Emerging Prairie, Emerging Digital Academy, and Grand Farm. The position will also assist the Accounting Manager with management of vendor payments and receipts.

To apply: Candidates may submit a cover letter and resume to lloydn@emergingprairie.com

Overview

Prairie Den Operations	45%
Accounting Clerk	45%
Other Duties as Assigned	10%

Key Areas of Responsibility

Prairie Den Operations

- Greet guests and ensure everyone feels welcome.
- Act as the caretaker of the Prairie Den by looking after space maintenance, cleanliness, and supply stock.
- Manage internal and external reservations for meeting spaces.
- Keep stock of consumable items.
- Manage incoming and outgoing paper mail.
- Be the public face of the Prairie Den by representing Emerging Prairie's missions and values through providing a high-quality experience for entrepreneurs, donors, guests, and teammates.

Accounting Clerk

- Receive and verify expense reports; reconcile expense and other financial reports with account balances and other office records.
- Facilitate payment of vendors, which may include verification of federal ID numbers, review purchase orders, and resolve discrepancies.
- Perform or facilitate maintenance of office equipment including cleaning, maintenance, and repairs.
- Perform other related duties as assigned.

Required Skills/Abilities

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Ability to work independently.

Education and Experience

- Associate's degree required; Bachelor's degree preferred.

Physical demands: These physical requirements must be met with or without accommodation.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds regularly and up to 50 pounds occasionally.
- Ability to continuously stand or walk during events and meetings.
- Ability to bend, squat, climb stairs and lift occasionally.

Work environment:

- Noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally work outdoors and in environments with temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.

Benefits and Culture:

- Main Office is located in Fargo, ND
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- 401(k) Retirement program with 3% employer match.
- 80% coverage of employee HDHP health insurance premiums (not to include vision or dental)
- HSA Contribution
- Company provided Short Term & Long Term Disability Coverage
- Company provided Life Insurance - \$50,000
- 10 paid holidays (including your birthday) and paid holiday break.

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key

accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

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