

The Office Manager of this non-profit organization is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Office Manager will work under the direction of the Executive Director to ensure the needs of the office and our members are met in a timely manner.

### **SUCCESS FACTORS**

- Strong administrative and organizational skills
- Demonstrated ability to multi-task, work independently, and meet deadlines
- Strong attention to detail
- Demonstrated bookkeeping/accounting competence
- Commitment to providing outstanding customer service
- Strong communication skills (oral and written)
- Commitment to continuous improvement
- Practice effective team behavior and demonstrate effective interpersonal relationships

### **POSITION RESPONSIBILITIES**

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

- Perform all bookkeeping functions using Quickbooks Premier Nonprofit Edition
- Process income, expenses, bank deposits
- Prepare outgoing orders of materials purchased, ticket sales for events
- Manage the office to ensure effective telephone and mail communications both internally and externally and maintain professional image
- Create email and social marketing communications
- Respond to incoming calls and direct to appropriate parties
- Coordinate production of brochures, flyers, etc. with printer, mailing house
- Schedule meetings in conference room as needed
- Maintain office equipment including computers, copier, fax, telephones, etc.
- Maintain and replenish inventory and office supplies
- Assist with preparing documents for Board meetings, trainings, and other meetings
- Assist with securing locations for conferences, trainings and special events
- Assist with coordinating volunteers and vendors for special events
- Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.
- Assist the Executive Director, Board, and other staff with miscellaneous projects as requested

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Knowledge of QuickBooks Premier Nonprofits Edition, computers and software applications including, Excel, Word, Constant Contact, and PowerPoint. Knowledge of In Design, Access database, and Publisher desired
- Knowledge of general bookkeeping and accounting principles
- 2+ years experience in bookkeeping and office management or equivalent position with similar responsibilities described above
- College degree desired
- Bilingual (Spanish) helpful

### **SEND RESUME TO**

- Email your cover letter and resume to Harriet Edwards, Executive Director, HarrietE@pwc.org