

Accounting Clerk/Office Manager

The Accounting Clerk/Office Manager will have a broad range of general administrative responsibilities providing bookkeeping and related support to the Finance Director and general administrative support to the Executive Director and overall office operations. The position requires independent initiative, a highly organized approach, and effective communication skills and an ability to handle a range of tasks related to bookkeeping and office administration.

Reports to: Executive and Finance Directors

Status: Part-Time (28 hours per week)

The Accounting Clerk/Office Assistant will be responsible for a range of duties, including the following:

- Greeting office visitors and managing calls to general line and emails to general address.
- Managing office supplies and supply orders.
- Making travel and lodging arrangements for Executive Director.
- Entering Executive Director's contact information into Microsoft Office.
- Assisting staff in document scans, mailings, file set-up and maintenance.
- Coordinating quarterly bulk mailing and taking lead in preparing materials for mailing.
- Organizing arrangements for quarterly Board and committee meetings, including polling members for availability, distribution of meeting materials and food ordering.
- Assist in the preparation of the annual Membership meeting including preparing and distributing meeting materials and providing set-up and breakdown.
- Taking minutes during staff and committee meetings.
- Organizing annual member meeting, and managing member meeting communications, and communications with members, associate investors and board members.
- Maintaining contact information on databases.
- Recording and processing checks in incoming mail, and serving as backup for check deposits.
- Entering invoices and cash receipts in accounting software.
- Maintaining maturity schedule of investments and renewals. Generating investment acknowledgment and thank you letters.
- Assisting with monthly invoicing.
- Account analysis.
- Other duties as assigned.

Education

- Minimum of an Associate's Degree in accounting, business, finance, public administration or a related field of study, is required. Bachelor's Degree is a plus.

Work Experience

- At least five years of experience working in a professional, office setting as an office administrator, office manager or administrative assistant preferred. Having worked for a nonprofit corporation, a bank, or a real estate development firm is a plus.

Skills

- A solid understanding of accounting principles
- Comfortable with accounting software and database management.
- Ability to independently track and carry out responsibilities, and independently meet deadlines.
- Excellent organizational skills, detail oriented the ability to multi-task.
- Pleasant nature with personable, cooperative attitude, a good sense of humor, and an ability to work with a variety of personalities in a team setting.
- Excellent interpersonal and verbal communication skills.
- Openness and flexibility to learn new skills and systems.
- Proficient in Microsoft Office software programs.