

Everybody Wins! Vermont

Job Description: Office Manager

The office manager holds primary responsibility for the smooth functioning of the Everybody Wins! central office, including bookkeeping, employee on-boarding, reception/phone answering, and other administrative functions.

Administration (50%)

- Answer phones & receive infrequent visitors
- Receive packages; send, collect & distribute US mail
- On-board new personnel
 - HR paperwork
 - Administrative systems/processes
 - Fingerprinting
- Data entry
- Maintain paper files: correspondence, insurance, personnel, vendor
- Maintain digital files
- Maintain & order office supplies
- Communicate with Consolidated (landlord) as needed re facilities issues
- Communicate with vendors
- Manage event materials & supplies & fill requests from staff & board
- Support events: attend, set up, tear down, and speak with the public
- Maintain book room

Bookkeeping (50%)

- Receive and pay bills by check and online
- Invoice schools, towns, and other contributors
- Receive payments & make deposits
- Track debit card use & mobile deposits
- Reconcile Quickbooks with development database and online donations site
- Reconcile bank statements

- Enter employees & set up direct deposit
- Prep & process payroll
- Prepare payroll summary
- Process staff reimbursements

- Serve as organizational liaison with VT Dept of Labor, VT Dept of Taxes, and VT Criminal Information Center
- Oversee filing of quarterly and annual employer tax reports & payments
- Oversee annual filing of Form 990

- File annual/biannual report with VT & NH Secretary of State
- Maintain chart of accounts
- Produce weekly financial reports for the executive director, and monthly financial reports for the board
- Produce annual site allocation of income & expenses

Qualifications

- Administrative & customer service experience; demonstrated excellence in internal and public-facing communications; strong communication skills in diverse situations, with different media and audiences
- Detail-oriented, organized, and computer literate; comfortable and knowledgeable in Microsoft Office and Google Suite
- Experienced bookkeeper; familiarity with QuickBooks Desktop; familiarity with eTapestry (CMS) a plus
- Formal bookkeeping training preferred
- Superior judgment and problem-solving skills
- Familiarity with mentoring and with Everybody Wins! preferred but not necessary
- Flexible and able to adjust to changes in schedule and program needs a plus

Job Logistics

- 20 hours per week year-round with some flexibility for school vacations & summers
- Occasional weekends and evenings required to staff events
- Position may be divided into 2 10-hour/week positions for the right candidates
- Accrues 2 weeks annual PTO from hire date; 6 set and 4 floating paid holidays annually (.20 of regular work week)
- \$17-\$25 per hour depending on qualifications

Everybody Wins! Vermont is an equal opportunity employer.