

# Office Manager/Bookkeeper

**Reports to:** Executive Director

**Position Type:** Part-time (20 hours/week) with growth potential after training period is exhausted

**Work Days:** Tuesday - Friday

## Position Overview:

The Office Manager is responsible for successful day-to-day operations of the affiliate office and assisting the Executive Director and Construction Manager with administrative duties. Core responsibilities include detailed bookkeeping and financial tracking, managing aspects of the homeowner and affiliate programs, fundraising and communications support, and office upkeep. This position requires flexibility and the ability to undertake additional tasks when needed.

## Job Duties:

### Bookkeeping:

- Distribute bills and invoices for approval.
- Enter and pay bills using QuickBooks.
- Complete monthly bank reconciliations for multiple accounts.
- Receive all payments and donations; make and record bank deposits.
- Process donor acknowledgement letters within 2 business days.
- Maintain fully populated and accurate vendor and donor records.
- Collect, file, and enter receipts into QuickBooks.
- Manage Accounts Payable and Accounts Receivable.
- Make payments to multiple credit cards.
- Control petty cash and reconcile monthly.
- Receive and interpret mortgage reports, update QuickBooks, and communicate results to the Executive Director.

### Program Support:

- Send monthly *A Brush With Kindness* statements to all open account holders.
- Send delinquent letters to homeowners as needed.
- Forward homeowner insurance documents to the bank.
- Keep detailed records of both homeowner and affiliate insurances.
- Assist with yearly audits and budget preparation.
- Complete quarterly and year end reports for Habitat for Humanity Minnesota and International.
- Provide assistance to law firm during closing of new homes and origination of new loans.

## Office Manager/Bookkeeper

- Send monthly meeting agendas and reminders for board and committee meetings, attend meetings and keep meeting minutes.
- Assist Executive Director with mortgage servicing tasks.
- May be required to complete annual loan originator training.

### Fundraising and Communications Support:

- Assist with fundraisers and run required reports.
- Prepare mailing lists for annual event invitations and solicitation and stewardship letters.
- Perform mail merges and assemble mailings.
- Update email communications tool.
- Support annual dinner committee and activities, including creation of print materials, sponsor benefits fulfillment, communications support, auction follow-up, etc.
- Support annual campaign preparation, delivery and follow-up.
- Perform grant research.
- Coordinate with vendors.

### Oversee Day-to-Day Office Operations:

- Answer general phone line and walk-in inquiries.
- Order office supplies, print materials, etc.
- Retrieve, open, and distribute mail.
- File documents and keep files organized.
- Update required workplace postings.
- Perform regular upkeep, cleaning, and organization of office.
- Destroy old documents per retention policies.
- Keep ongoing list of homeownership prospects and send applications accordingly.
- Support Executive Director and Construction Manager as needed.

### Requisite Knowledge, Skills, and Abilities:

1. Ability to work independently and as part of a team.
2. Computer skills including MS Office and QuickBooks; website support preferred.
3. Basic knowledge of financial documents (budgets, balance sheets, P&L statements, etc.).
4. Skilled at record keeping and analysis of financial and operational measures.
5. Ability to be friendly and positive with clients, donors, volunteers, interns and staff.
6. Strong organizational skills and attention to detail.

## Office Manager/Bookkeeper

7. Familiarity with marketing and fundraising preferred.
8. Knowledge of Habitat for Humanity's mission, culture, and operations.

### **Benefits:**

1. Accrual of monthly PTO.