Chattanooga Community Kitchen

Office Manager/Bookkeeper

Job Description

Reporting to the Chief Financial Officer, the Office Manager/Bookkeeper of the Chattanooga Community Kitchen is responsible for the efficient and precise operation of the organization’s business office to include:

- Performing the duties of executive assistant to CFO, COO, and CEO as needed
- Ensuring security, integrity, and confidentiality of data
- Overseeing adherence to office policies, procedures, and internal processes
- Human Resource, payroll, and employee recognition activities
- Coordinating office activities and schedules to ensure maximum efficiency
- Assisting administration with internal staff relations
- Ensuring that filing systems and records are properly maintained
- Entering data in the company’s QuickBooks accounting system
- Handling cash deposits, donations, and other financial items with precision and care according to the documented policies
- Preparing expense reports and other financial reports as needed
- Submitting and processing office supply requests; managing office inventory
- Writing and submitting monthly departmental reports
- Maintaining the staff leave calendar
- Greeting donors, volunteers, and vendors
- Answering phone calls and providing general administrative office support
- Coordinating Board and Committee meetings
- Coordinating office volunteers
- Assisting with and representing the organization at events
- Other duties as assigned
Work Environment: This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, postage machines, filing cabinets, and fax machines. While performing the duties of this job, the employee is expected to transport mail, deposits, and packages. The employee occasionally may have to lift and/or move objects up to 50 pounds.

Position Type and Expected Hours of Work: This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend hours may be required as job duties demand for special events.

Qualifications:

- Clear communicator with demonstrated intelligence and excellent organization skills including attention to detail
- Warm and inviting personality with positive attitude
- Computer literacy to include Microsoft Office Suite
- Ability to transition between tasks on a moment’s notice
- Professional appearance and dress
- Ability to assist other office staff in administrative part of daily operations
- Integrity, courtesy, kindness, and dedication
- Ability to handle crisis situations while maintaining professional composure and confidence
- Bonded or the ability to be bonded and insured
- Commitment to the success of and belief in the mission and vision of the Chattanooga Community Kitchen
- QuickBooks software or related accounting software and payroll experience
- Bachelor’s degree or equivalent preferred
- 5+ years’ experience in office/finance related work preferred