



## **Position: Office Manager/Bookkeeper**

Reports to: Executive Director

Full time salaried position, expected range \$52-55k

One location: Woodlawn, Ellsworth, ME

### **Key responsibilities:**

50% Financial reporting and management

- Must have experience with Quickbooks accounting software.
- Reconcile all income streams monthly – earned revenue, donations, investments.
- Manage monthly financial reporting
- Attend and support Financial and Investment meetings
- Work with accountant for year-end reporting/990
- Work with Executive Director for development and oversight of annual budget

30% Office systems and operations

- Coordinate materials, zoom, and calendar for Board committee meetings
- Website/online integrations with POS/LGL
- Coordinate with Sales Manager all contracts, invoices, payments, receipting.
- Develop and manage systems, inventory - office and event supplies.
- Banking/post office
- Support the public, staff, and board by phone and email.
- Manage gift shop inventory, sales tax reporting, income/expense

20% Staff and volunteer supervision

- Coordinate front of house and support positions
- Assist with volunteer training and oversight as required

### **Qualifications:**

- MBA or related work experience
- Minimum of three years experience with QB and office management
- Strong written and verbal communication skills
- Proven ability to maintain high levels of confidentiality
- Proficient in all aspects of technology
- Ability to work independently and within a small team
- Organized with excellent time management skills
- A sense of humor, a positive attitude and flexible with change

### **Physical Requirements:**

- Ability to lift up to 25 pounds
- Able to use stairs and walk on uneven ground surfaces
- Able to walk/stand 50% of each shift

### **Fulfill the responsibilities of all Woodlawn staff:**

- Attend regular staff meetings and relevant committee meetings.
- Participate in Woodlawn events, and outreach activities as appropriate
- Work collaboratively with all staff and volunteers
- Other duties as assigned