



Office Manager/Bookkeeper Full-time Job Description

Objective: To oversee office procedures and bookkeeping for Rebuilding Together Twin Cities (RTTC).

Job Summary: Position requires: a) planning, organizing, and managing the integrated fiscal, administrative, and facilities operations of Rebuilding Together Twin Cities, including development and implementation of operating policies, systems and standards; b) direct participation in strategic policy and operational decision making as part of the management team; c) acting as principal point of contact for day-to-day administrative matters; and d) administrative support to the Executive Director and Program Director.

Office Management Responsibilities:

Manage daily administrative operations of the organization:

1. Supervise and train reception, clerical and support volunteers and/or interns in performance of programmatic and administrative activities, as appropriate to the position
2. Ensure reception desk is staffed with appropriate volunteers for answering telephones, taking accurate messages and delivering to staff
3. Manage data entry volunteers for processing volunteer and homeowner applications
4. Develop and implements systems and processes to establish and maintain records for the organization
5. Maintain filing systems for the organization, Executive Director and Program Director
6. Orient staff and volunteers with office equipment
7. Participate in the formulation of organizational policies and operations; ensures the fiscal, operational and personnel practices are in compliance with regulations
8. Issue receipts and thank you letters to donors on a regular basis
9. Work with Development Team to manage materials for solicitation campaigns
10. Maintain information in a confidential manner regarding all staff
11. Ensure that all meetings hosted at the RTTC office have supplies, materials and technology set-up necessary
12. Ensure that all office equipment (copier, fax, phone system, etc.) is in good working order. Manage upkeep and maintenance of office
13. Coordinate IT support for computer network
14. Ensure kitchen, conference room space and public work areas are organized and clean
15. Maintain inventory of internal office supplies and Safe At Home Program supplies, ordering/purchasing as needed
16. Performs miscellaneous job-related duties as assigned

Bookkeeping Responsibilities:

Coordinates the fiscal activity of the organization to include:

1. Participate in development and management of operating budgets, contracts and/or grants administration
2. Enter all financial transactions (receivables and payables) into QuickBooks
 - a. Maintain general ledger and sub-journals, and present information when requested by management staff.
 - b. Maintain chart of accounts
 - c. Inputs deposits into QuickBooks
 - d. Allocates salaries and expenses as coded on timesheets and invoices
 - e. Track reimbursements/reimbursable

- f. Ensures that the most current financial information is loaded into the office computer
- g.
- 3. Date stamps invoices and obtain authorization for payment from departments and Executive Director or Program Director
- 4. Logs all receivables in presence of another staff member and stamps bank endorsements on all receivables
- 5. Print checks, prepare all envelopes for mailing, present checks to Executive Director or Program Director for signature. Checks go to staff member other than Office Manager to be sealed into envelopes and mailed.
- 6. Responsible for creating appropriate forms for office members to use to document payments, receivables and in-kind donations.
- 7. Reconcile petty cash and ensure that petty cash is maintained at an appropriate level
- 8. Complete account reconciliation after bank statements are received. Present reconciliations and bank statements for review by the Accountant, Treasurer and Executive Director
- 9. Assist Accountant in the preparation of the monthly financial statements and yearly audit/IRS990
- 10. Complete draws to funding sources, includes gathering and providing all backup information requested
- 17. Monitor grants YTD vs. budget on a monthly basis. Work with Grant Manager to compile financial data for grant reports.
- 18. Maintains financial filing system

Reports to: The Program Director

Qualifications:

- 2-year college or business school degree or equivalent.
- Professional experience in office setting is essential.
- Must have the ability to supervise and train volunteers with varying levels of office skills.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Skill in examining and re-organizing operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to make administrative/procedural decisions and judgments.
- Skill in bookkeeping, budget preparation and fiscal management.
- Ability to develop and maintain recordkeeping systems and procedures.
- Work is normally performed in a typical interior/office work environment.
- Organized, Able to work under pressure, Enthusiastic, Energetic, Flexible.
- Familiar with Microsoft Office programs, the Internet for word processing and data management and QuickBooks.
- Knowledge of office management with good clerical and organization skills.
- Experience working in a non-profit, preferred but not necessary.

Essential Physical Functions:

- Type frequently.
- Drive sometimes.
- Sit frequently.
- Stand frequently.
- Lift 25 pounds or more.

Please forward resume to:

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