



Office Manager/Bookkeeper Full-time Job Description

Objective: To oversee compliance with office procedures and keep accurate, timely, and complete financial books 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) entering financial transactions into general ledger software; reconciling bank, credit card, and other asset and liability accounts; preparing month-end closing entries; and running financial reports; 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 formation of organizational policies and procedures; ensure the fiscal, operational and personnel practices are in compliance with policies and regulations
8. Issue receipts and thank you letters to donors on a regular and timely basis
9. Work with Development Team to manage materials for solicitation campaigns and events
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 as necessary
12. Ensure that all office equipment (copier, fax, phone system, etc.) is in good working order and leases are renewed. 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 into QuickBooks using accrual accounting in a multi-fund nonprofit environment in compliance with Generally Accepted Accounting Principles:
 - a. Maintain general ledger and sub-journals, and prepare reports when requested by management staff.
 - b. Maintain chart of accounts, class codes, item lists, customer list, vendor list, job list in QuickBooks
 - c. Input deposits into QuickBooks ensuring receivables are relieved when appropriate

- d. Input vendor invoices into payables and cut disbursement checks ensuring vendors are paid accurately and on time. Present checks to management for signing.
 - e. Enter credit card charges and reconcile inputs to monthly statements
 - f. Enter checking debit transactions
 - g. Accurately process payroll through outside service and record wages, taxes, and withholding
 - h. Prepare funder invoicing and book to receivables
 - i. Reconcile bank and credit card accounts monthly to external statements ensuring accurate capture of cash balances and obligations. Coordinate with Accountant and/or Treasurer for review and retention.
 - j. Reconcile all other asset and liability accounts monthly to internal schedules ensuring complete and accurate listing of balance sheet accounts
 - k. Allocate salaries and joint expenses to program, administration, and fundraising functions. In addition, allocate joint program costs to applicable RTTC programs
 - l. Ensure specific, earmarked program income and expenditures are classified and tracked by funder and/or client served
 - m. Ensure temporarily restricted contributions and related expenditures are properly segregated and tracked
 - n. Prepare standard journal entries each month and adjusting journal entries as needed
3. Date stamps invoices and obtain authorization for payment from departments and Executive Director or Program Director
 4. Logs all receipts in presence of another staff member and restrictively endorse all incoming checks
 5. Responsible for creating appropriate forms for office members to use to document all financial transactions.
 6. Reconcile petty cash periodically and ensure petty cash is maintained at an appropriate level
 7. Assist Financial Consultant/Accountant in the preparation of the monthly close
 8. Assist Auditor in preparation of annual Form 990
 9. 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. Maintain financial filing system ensuring all documentation can be readily located and retained consistent with RTTC's document retention policy

Reports to: The Program Director

Qualifications:

- 2-year college or business school degree in accounting.
- Professional experience in office setting.
- 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.
- Experience in bookkeeping 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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