



Office Manager/Bookkeeper

Type of Position: Full Time, Exempt
Reports To: Finance Director

About The Center

The Center's nonprofit mission is to positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. In our work to extend healthy life expectancy and quality of life for everyone, The Center is committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. Everyone deserves the opportunities that aging brings.

Position Description

The Office Manager/Bookkeeper provides office support, clerical, and daily bookkeeping tasks to ensure The Center adheres to best practices and requirements for nonprofit business operations and reporting. This position is key to supporting all office functions and reports to the Finance Director.

Essential Responsibilities

Administrative

- Maintain general office equipment, e.g., copiers, printers, postage machine
- Maintain office supply inventory and postage reserve accounts
- Process daily mail
- Data entry
- Orient new staff and volunteers to administrative processes and provide basic IT support
- Draft correspondence as requested
- Maintain orderly office operations and procedures, including central filing systems
- Assist with Board/Committee meeting preparation and maintain related records including the board portal
- Provides administrative support for the Executive Director and other members of the Leadership Team

Bookkeeping

- Process daily financial receivables, prepare daily bank deposits, complete physical bank deposits as required, ensure cash till is adequately stocked
- Handle all aspects of A/P and A/R accounts: entering, processing, and mailing as needed; customer invoicing; and reporting through QuickBooks
- Reconcile monthly bank and credit card statements
- Prepare payroll for bi-weekly and semi-monthly employees
- Provide financial reports as requested
- File invoices with processed checks to maintain an orderly financial filing system
- Assist with all aspects of annual audit

General

- Adhere to the organization’s Culture Document
- Perform other duties as assigned

Qualifications

- Associate degree in related field, or equivalent combination of education and work experience
- 1–2 years of experience handling a wide range of administrative tasks
- Proficiency with MS Office Suite, particularly Excel, Word, and PowerPoint
- Proficiency with Adobe Acrobat
- Familiarity with QuickBooks

Knowledge, Skills, and Abilities

- Ability to understand financial data, processes, and procedures
- Excellent written and verbal communication skills
- High degree of accuracy and attention to detail
- Exceptional planning and organizational skills, with ability to anticipate needs, determine priorities, and follow through effectively
- Good judgment in matters of policy, procedure, communication, and confidentiality

Work Environment and Physical Demands

- Employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- Employee is required to sit or stand for long periods of time, and must be able to move around the work environment.
- Employee must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires a physical presence.

Benefits

This position is full time with a benefits package that includes health and dental coverage, a generous 403(b) plan, vacation, sick leave, and national holidays.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with “Office Manager/Bookkeeper” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.