

Seven Ponds Nature Center Job Description – Office Manager

The Office Manager is an integral part of the operation of Seven Ponds Nature Center. This person performs a combination of administrative, bookkeeping, development, communications, information technology, and other duties. The Office Manager reports to the Executive Director and operates within guidelines established by the Board of Directors, Executive Director, and board committees. This person works closely with other nature center staff and volunteers.

The duties of the Office Manager shall include, but not be limited to the following:

Bookkeeping

- Manage the nature center's General and Gift Shop accounts using the nature center's accounting software (Quick Books). This includes processing all monies received, creating and sending receipts, creating invoices, paying bills, making bank deposits as needed, reconciling bank statements, and maintaining source documents for all transactions.
- Reconcile statements for staff credit card purchases with receipts.
- Maintain petty cash funds and reconcile on a regular basis.
- Report payroll figures to the nature center's payroll service and record payroll figures in the accounting software.
- Remit employee contributions and maintain records for the nature center's 403b retirement plan.
- Calculate and remit sales tax for the gift shop and for special events.
- Assist with the nature center's special events. This includes receiving monies from the events, providing cash boxes, managing cash on the days of large events, maintaining financial records, and being present during selected events.
- Prepare revenue and expense summaries for each month and provide additional financial figures and reports for the Executive Director and Board of Directors as needed.
- Submit source documents for expenses to the Executive Director for review.
- Assist with the nature center's annual financial audit.
- Assure that the nature center is in compliance with all legal accounting requirements and is utilizing practices recommended by the nature center's auditors.

Development

- Oversee the nature center's membership and contributions database.
- Record membership, memorial, Special Gifts, and other contributions.
- Reconcile contribution amounts with receipt entries in the accounting software.
- Oversee appropriate member/donor acknowledgement letters and notes for signing.
- Oversee membership renewal, lapsed member, Special Gifts, newsletter, and other mailings.

Communications

- Serve as receptionist as needed. This includes greeting people at the front desk, answering the telephone, providing information about the nature center and its activities, scheduling programs, registering individuals for classes, workshops, field trips, and field tours, answering questions about natural history if so qualified, and referring calls and questions to appropriate staff and volunteers.

- Oversee bulk and first-class mailing systems. This includes sending and receiving mail, dispersing mail to appropriate staff and volunteers, maintaining all mailing permits, replenishing post office trust funds, and preparing the nature center's bulk mailings.

Information Technology

- Oversee the nature center's computer systems. This includes providing input on the nature center's technology needs, setting up staff computer stations, assisting staff and volunteers with computer activities, backing up data on a regular basis, managing the nature center's internet access, managing the domain and related e-mail addresses, and troubleshooting computer problems.
- Learn and utilize the nature center's NEON CRM software for memberships, donations, and event/program registrations.
- Learn and utilize the nature center's Clover point-of-sales system.
- Enlist volunteer or professional assistance with technology issues as needed.

General Duties

- Order office supplies.
- Assist with general maintenance and event set-up as needed.

All of the above duties are subject to change or modification at the discretion of the nature center.

Salary Range: \$36,000-\$40,000 depending on qualifications

Schedule: this is a salaried position; regular work week Tuesday through Friday, 7:00 AM–5:00 PM. Some weekend shifts may be required during special events.

Benefits:

- health insurance
- life insurance
- disability insurance
- optional 403b retirement plan
- paid vacation
- paid personal time
- paid holidays
- paid professional development
- flexible schedule/hours
- nature center family membership
- free facility rental
- free program registration
- mission-focused employer