

# Office Manager - Job Description



**Title:** Office Manager

**Reports to:** Executive Director

**Status:** Regular Full time (RFT); 40 hrs/wk

**Classification:** At-will, hourly, non-exempt

**Compensation:** \$16-18/hour

## Position Summary

The Office Manager supports Hartley Nature Center's (HNC) mission delivery by managing membership and program databases, maintaining organizational records, processing incoming payments/donations via Quickbooks, answering phones, directing calls, responding to email inquiries, updating program reports, assisting with program registrations and special events, among other duties.

## Responsibilities

- Answer phone calls, manage two email accounts, order office supplies, and complete other clerical tasks
- Complete 80% of HNC's bookkeeping needs, which include but are not limited to:
  - Processing incoming payments and donations
  - Issuing receipts
  - Processing bills/payments
  - Generating and distributing invoices
  - Reconciling Doubleknot, Stripe, GiveMN, Benevity and credit card account with QB
  - Run semi-monthly payrolls
- Manage and update organizational records in conjunction with Executive Director and third-party bookkeeper
- Manage membership database via Doubleknot and send out new member's welcome packet
- Communicate with facility rental clients and handle all logistics leading up to the event
- Collaborate with Site & Facility Manager to ensure proper event set up for facility rentals
- Assist Education and Preschool staff administratively and with program costs/tuition payments
- Record and update program reports
- Attend weekly staff meetings and take minutes
- Assist HNC with special events, strategic planning, fundraising events and other duties as assigned

*This is not a comprehensive list of responsibilities and other duties not listed here may be assigned.*

## Essential Qualifications and Requirements

- Associate or bachelor's degree
- Three or more years of administrative/office managerial experience
- Familiarity with QuickBooks Desktop preferred, but not required
- Bookkeeping experience preferred, but not required
- Knowledge and ability to operate Google Suite, Microsoft Suite, Acrobat, Canva and Facebook/Instagram

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- Strong organizational and problem-solving skills
- Excellent interpersonal and communication skills
- Ability to work independently
- Ability to maintain effective relationships with co-workers, vendors, program participants, families, non-profit partners and community members
- Ability and willingness to learn new software systems and programs, as needed
- Ability to maintain confidentiality and use discretion when appropriate
- Accuracy and attention to detail
- Ability to work with diverse populations of all abilities
- Ability to occasionally work outdoors in a nature center/park setting

### Work Environment and Physical Demands

Must be able to sit for long stretches of time, lift up to 40 pounds and occasionally work outside in a nature center/park setting

### Benefits

- 7.5 paid holidays (RFT employees paid at 8 hrs/day)
- 2 personal days/fiscal year
- Unlimited paid inclement weather days (when scheduled to work)
- Paid Vacation:
  - 1<sup>st</sup> year of employment: accrual rate of 3.33 hours per semi-monthly pay period worked.
  - 2<sup>nd</sup> year of employment: accrual rate increase to 5 hours.
  - 3<sup>rd</sup> year of employment: accrual rate increase to 6.67 hours.
- Sick Leave: accrues at a rate of 2 hours per semi-monthly pay period worked.
- Hartley Nature Preschool Discounts:
  - 50% off for the first child
  - 25% off for additional children
- Camp Discounts:
  - Three programs free
  - Fourth and fifth programs at 50% off Member rate
  - Any additional programs at full Member rate

*Hartley is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, creed, sexual orientation/identity/expression, marital status, or familial status.*

### How to Apply

Please send your resume, cover letter and a list of three professional references to:

Kue Xiong at [office@hartleynature.org](mailto:office@hartleynature.org)

***No phone inquiries, please.***