



Golden Gate Bird Alliance Job Announcement

Position Title: Office Manager
Posting Date: November 25, 2024
Location: Berkeley, CA
Hybrid: In Office 4 day, Remote 1 day

Golden Gate Bird Alliance engages people in experiencing the wonder of birds and translating that wonder into actions that protect native bird populations and their habitats. Founded in 1917, we are one of the Bay Area's oldest and most respected conservation organizations. Golden Gate Bird Alliance is an independent non-profit, affiliated with the National Audubon Society.

We accomplish our mission by connecting people of all ages with birds and the natural world, conserving and restoring habitat, and engaging Bay Area residents in the protection of our shared, local environment. Golden Gate Bird Alliance has over 7,000 members in the greater Bay Area, an active Board of Directors, and a staff of six who mobilize over 2,000 volunteers each year.

The Position

The Office Manager is the primary staff member responsible for the administrative functions of Golden Gate Bird Alliance's small, but busy office. The Office Manager works with the controller to handle financial reporting, payroll, accounts payable, and other accounting functions; responds to donor and member questions and concerns; coordinates office equipment, supplies, IT, janitorial, maintenance, and security; customer service and sales for GGBA event registrations and merchandise; recruitment and supervision of office volunteers; and support for the Executive Director (ED), and Board of Directors.

RESPONSIBILITIES:

Fiscal Management:

- Manage all accounts payables functions, including payroll
- Complete bank reconciliations and month-end accounting
- Assist controller with journal entries, allocations, and tracking grants and other temporarily restricted funds
- Assist with the preparation of annual audit and tax filings
- Manage accounting for all earned income streams
- Provide support as needed for accounts receivable and pledges from membership and development.

Office Management:

- Provide front desk support
- Ensure policies, licenses, quarterly taxes, and state and federal reports are current
- Supervise office volunteers
- Maintain an updated office manual and reference binder

Trip & Classes:

- Provide excellent customer service to registrants and potential registrants
- Set up and manage event and program registrations in CRM database
- Provide support for Adult Education Coordinator, Field Trip Coordinator, and all class instructors and field trip leaders.

Technology & Facilities Management:

- Provide and/or coordinate maintenance of all office equipment, IT support, security, and janitorial services.
- Create and update all workplace health and safety procedures and documents
- Coordinate all real estate transactions on behalf of the organization
- Facilitate moving and facility improvements

Human Resources Management:

- Prepare hiring documents and background checks for new hires
- Ensure basic HR compliance, including mandated trainings
- Maintain personnel files
- Maintain and update employee handbook

Other:

- Provide general administrative support for the executive director, board members, and other key volunteers.

- Other duties as may be assigned.

QUALIFICATIONS/REQUIREMENTS:

- High school diploma, GED, or equivalent
- Two to three years' experience in an office setting manager
- Proficiency with common office software and customer relationship management tools.
- Ability to multitask, prioritize, and maintain an organized office environment.
- Strong written and verbal communication skills to effectively interact with employees, clients, and vendors.
- Ability to identify and resolve issues related to office operations, facilities, or staff.
- Builds relationships with colleagues, manages conflict, and fosters a positive office environment.
- Experience working with diverse communities.
- Accuracy in documentation, financial transactions, and other administrative tasks.
- Ability to manage budgets, track expenses, and ensure financial compliance.
- Efficiently manages time and deadlines to ensure smooth office operations.
- Ability to plan and coordinate office projects, such as office moves, events, or technology upgrades.

Compensation and Benefits

Salary ranges from \$69,000 - \$74,000 per year, depending on experience. This is an exempt position. Benefits include fully covered health and dental insurance and ongoing retirement benefit through a SIMPLE IRA.

Golden Gate Audubon is an equal-opportunity employer. People of color, women, people of all sexual orientations, and those with diverse backgrounds are strongly encouraged to apply. Our staff and board value diversity and are committed to respect and inclusiveness.

Send a resume and cover letter to jobs@goldengatebirds.org. The anticipated start date is January 6, 2022.