

Golden Gate Audubon

Position Description

Position Title: Office Manager
Employee Payroll Status: Non-Exempt, Part-time
Location: Berkeley, CA
Immediate Supervisor: Executive Director

About GGAS:

The Golden Gate Audubon Society (GGAS) is a non-profit, wildlife conservation organization dedicated to protecting Bay Area birds, other wildlife and their natural habitats. GGAS operates with a small, dedicated staff of two full-time and four part-time employees, an active Board of Directors, and hundreds of volunteers who work together to achieve our mission.

The Position:

The Office Manager is key to the success of GGAS! The OM manages: supervision of bookkeeping, month-end accounting, and development data entry, data hygiene and donor acknowledgement; response to donor and member questions and concerns; coordination of office equipment, supplies, IT, janitorial, maintenance and security; customer service and sales for GGAS event registrations and merchandise; recruitment and supervision of office volunteers; and support for the Executive Director (ED), Board of Directors, Conservation Committees and office staff.

Responsibilities:

Operations:

- Manages all office functions including IT, equipment, supplies, janitorial, maintenance and security
- Maintains the NEON donor-management database & syncs chapter member records with National Audubon Society member records
- Provides donor & member reports to the ED and the Communications Director
- Serves as liaison with insurance broker for questions on GGAS's insurance policies
- Provides front desk support for staff, board, members and visitors through phone and email and sorts office mail
- Manages the GGAS Store (both the storefront and online store) including ordering, sales and inventory control
- Handles public registration for birding classes and other events
- Drafts acknowledgement letters for grants & updates grant and major donor files
- Updates the GGAS website as needed
- Proofreads monthly e-Gull and other communications as needed
- Prepares the "Donations" column each quarter for *The Gull*
- Provides general administrative support for all staff, board members and volunteers, and members

Finance:

- Tracks accounts receivable & accounts payable
- Tracks and updates temporarily and permanently restricted funds
- Processes payroll and reviews timesheets for compliance with wage and hour laws & organizational policy

- Reports on staff PTO accrual as needed
- Reviews Bookkeeper's deposits and related donor and membership data
- Makes necessary journal entry corrections
- Coordinates and supervises monthly close of bookkeeping records with the Bookkeeper and the Accountant
- Generates financial reports on request for the ED, Board of Directors, and other staff
- Maintains orderly and transparent administrative and financial documents in digital and hard-copy form
- Reviews all open administrative contracts to ensure timely action on deliverables
- Manages a fiscal sponsorship relationship
- Assists ED, Treasurer & Auditor in conducting the annual audit and tax filings

Office Volunteer Coordination

- Trains office volunteers working the database, mailings and other administrative projects
- Works with the Conservation Project Manager & Volunteer Coordinator on protocols and training for office volunteers

Qualifications/Requirements:

- 4-year degree or equivalent experience
- The ability to work flexibly and productively in a small, fast-paced work environment. Commitment to collaboration and overall organizational success
- Strong verbal and written communication skills
- Demonstrated experience in non-profit bookkeeping and/or accounting (Quickbooks expertise strongly preferred)
- Demonstrated experience with NEON or a similar donor database software
- Excellent IT & computer skills, including in-depth knowledge of Microsoft Office
- Experience providing friendly and helpful customer service
- Experience managing volunteers
- Ability to troubleshoot technical problems for staff and volunteers
- Ability to lift approximately 50 pounds
- Possess a valid driver's license and be able to drive in the State of California
- Experience with web and graphic design is a plus
- Knowledge of and enthusiasm for birding and wildlife & habitat conservation desired.

Compensation and Benefits:

- This position is part time (non-exempt), up to 25 hours per week (Monday, Wednesday & Friday 8 hour per day schedule preferred, but negotiable)
- \$22.50/hr

Application Deadline: January 31, 2015

Start Date: February 09, 2015 or ASAP

How to Apply:

Email applications as one PDF or Word attachment to ggas@goldengateaudubon.org with a cover letter, resume, three recommendation letters from immediate supervisors (&/or references list with current contact information for each), and salary history. **Applications received after January 31 are unlikely to be considered.** Principals only. Please no calls from recruiters.