

## **Bookkeeper/Office Manager Job Description**

**Overview:** The Bookkeeper/Office Manager will provide bookkeeping services, manage the membership database and maintain corporate records in an accurate and timely manner. The candidate must have excellent attention to detail, and be comfortable working with database computer programs. This is a full time position.

### **Primary Responsibilities Include:**

#### **1. Manage Bookkeeping System**

TLC's financial system includes various restricted funds, two fiscal sponsorships, and various grants (some of which are reimbursable and require regular reporting).

- Organize and process bills payable and accounts receivable, including preparing checks for signature, preparing deposits for the bank, maintaining documentation and processing membership and donor contributions and pledges.
- Work with the auditor and Executive Director to complete the organization's annual financial audit.
- Prepare reports for the board of directors and executive director:
  - o Monthly income/expense report
  - o Quarterly balance sheet report
  - o Quarterly investment funds/restricted funds report
  - o Monthly "net operating cash" report
- Support events and TLC sales. This includes:
  - o Processing credit card payments
  - o Creating registration forms and tracking program registrations, and
  - o Tracking items sold through the TLC store

#### **2. Manage Membership/Relationship Database**

TLC has relationships with thousands of individuals and organizations that are tracked through a database. These relationships are the heart of the organization. Relationships range from members to customers and include volunteers, program participants and others who have had a connection to the organization at some point since 1991. Being able to create contact and mailing lists that are accurate is important, which means attention to detail when entering data is essential.

- Manage membership/relationship database (Little Green Light, LGL) and database queries
- Ensure staff and board have access to database and know how to use it correctly for searches and to enter contact reports
- Create LGL forms to collect data for event registrations and other uses
- Prepare letters and response cards for membership renewal and recruitment

- Prepare gift acknowledgement letters in a timely manner (“Thank before you Bank”)

### **3. Manage Office Administration**

- Oversee and coordinate technology, facility, record-keeping and office supplies to support all programs
- Ensure TLC resources are used efficiently to meet the organization’s needs by making sure prices paid for goods and services are the best value
- Manage document storage, retention and destruction program, including
  - o annually destroying records that are no longer needed, and
  - o maintaining off-site storage of original corporate documents

### **4. Support Finance Committee**

5. Other duties as needed to accomplish organization’s mission.

### **Required skills and experience:**

1. Excellent attention to detail, record-keeping and organizational skills needed.
2. Experience with QuickBooks, MS Office and database software.
3. General bookkeeping experience, including accounts receivable and accounts payable.
4. Ability to work independently and to establish and keep a work schedule without direct supervision.
5. Familiarity with Constant Contact or similar communication platform helpful.
6. Non-profit experience preferred.
7. Interest in being a member of a team that includes staff, board members and volunteers working together to achieve a specific organizational mission.
8. Experience working with volunteers helpful.
9. Comfortable asking for assistance when needed.
10. Ability to sit at a desk, to see a computer screen, answer a phone, and to move around an office independently in order to use and manage standard office equipment like printers, copier, phones, and filing systems.
11. Interest in nature helpful. Willingness to learn about land conservation and ecological restoration essential.
12. Must like cats.
13. Women and minorities are encouraged to apply.