



Restore Oregon Office Manager Job Description

Email resume to peggym@RestoreOregon.org

Hours: 24 hours/week (.6 FTE)

Reports to: Restore Oregon Executive Director

Background information: Restore Oregon is a statewide 501(c)(3) non-profit organization founded in 1977 and a partner of the National Trust for Historic Preservation. Our mission is to preserve, reuse, and pass forward the historic places that make our communities livable and sustainable. Our office environment is suited to self-directed, positive, entrepreneurial individuals who are collaborative, adept at multi-tasking, and possess a contagious enthusiasm for saving historic places.

Role: The primary function of the Office Manager is to ensure that bookkeeping and operational support functions of the office are timely, efficient, and accurate; and supporting technology systems and tools are in place to facilitate the accomplishment of Restore Oregon's mission and strategic plan. This role is executed in close coordination with the Treasurer, Development Director, and Marketing Manager.

Responsibilities: include, but are not limited to:

Bookkeeping & Payroll Administration

- Deposits
- Record revenue and expenses in Quickbooks and track against budget.
- Monthly account reconciliation
- Process accounts payable and receivable and employee expense reports, ensuring timely, accurate and complete documentation.
- Work with CPA to prepare information for year-end taxes.
- Report payroll hours to payroll company; maintain payroll records; onboard new employees.
- Generate monthly financial reports (P&L, Balance Sheet, and restricted funds tracking)
- Facilitate annual Workers Compensation audit

Systems & Website Administration

- Manage web site hosting, platform, tools, plug-ins, and ensure back-up. (Content management by Marketing Manager); C-panel experience is a plus
- Manage online e-commerce transactions, including memberships and event ticket sales, and fulfillment.
- Coordinate ticketing systems and reports.
- Report website analytics and social media statistics quarterly in Dashboard Report.
- Maintain and administer office systems, including Office 365, Google drive/email, e-news/Vertical Response, and Salesforce contact management system; off-site documents backup and storage; user licenses; domain names; phone and internet systems.
- Online forms creation, submission, and management.

Fundraising Support/Database Management:

- Update and maintain member/donor records in Salesforce database, create report templates, and run membership reports.
- Record all donations including website orders in database.
- Procure insurance certificates for events.
- Develop list templates and manage email lists

Office management:

- Organize and maintaining neat, orderly space.
- Oversee computer, phone, and office systems; research and purchase equipment as approved.
- Troubleshoot printers, phones, PCs; set up employee accounts.
- Maintain the Employee Handbook and Operations Manual and ensure they include key accounting, operations, and program management (ie MCM Home Tour) information; make updates as needed.
- Organize and maintain Restore Oregon files (digital and paper).
- Manage printing and office supplies.
- Track and manage insurance policy renewals.

General

- Answer and route phone calls and email.
- Route mail and correspondence.
- Compile and provide Dashboard reports, member lists, campaign/e-news lists, etc.
- Order/pickup food and supplies for board meetings.
- Manage special projects as requested.

Skills required:

- Proficiency in non-profit bookkeeping – especially restricted/grant funds tracking – and Quickbooks Online.
- Attention to detail; excellent organizational, analytical, and problem-solving skills; self-directed, and able to multi-task.
- Ability to communicate and collaborate with multiple team members.
- Strong database/Salesforce management: proficient in WordPress/website management, Google Suite (docs, drive, pictures); MS Office; integration of web-based ticketing apps and forms

Physical requirements: Ability to read a computer monitor, able to sit at a desk for extended periods of time, move about an office, lift boxes of files and move typical office furniture and equipment.

Education & background requirements: At least two years' experience in office administration, including non-profit bookkeeping, systems, database, and email/mail campaigns. Must be comfortable working in an entrepreneurial, fast-paced environment and have a passion for making things run smoothly, efficiently, and accurately. Minimum two-year college degree in applicable field.