



Restore Oregon Office Manager/Bookkeeper Job Description

Hours: 20 hours/week (.5 FTE)
Reports to: Restore Oregon Executive Director
Compensation: \$22-\$24/hour

Restore Oregon is a statewide 501 (c)(3) non-profit whose mission is to preserve, reuse, and pass forward the historic places that make our communities livable and sustainable. We expect all employees to display creativity, professionalism, warmth, respect, flexibility, and integrity in all aspects of the organization and its activities. 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

- 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.
- Generate monthly financial reports (P&L, Balance Sheet, and restricted funds tracking)
- Facilitate annual Workers Compensation audit

Payroll & Benefits Administration

- Report staff hours to payroll company (Gusto); maintain records; onboard new employees.
- Manage employee insurance and commuter benefits (through Gusto payroll system)

Systems Administration

- Manage web site hosting, platform, tools, plug-in subscriptions, and ensure back-up. (Content management by Marketing Manager)
- Maintain and administer office systems, including Office 365, Google drive/email, backup and storage; user licenses; domain names; phone and internet systems.

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.

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- Organize and maintain Restore Oregon files (digital and paper).
 - Manage printing and office supplies.
 - Track and manage insurance policy renewals. Procure insurance certificates for events.

General

- Answer and route phone calls and inquiries.
- Route mail and correspondence.
- Order/pickup food and supplies for board meetings.
- Manage special projects as requested.

Skills required:

- Proficiency in non-profit bookkeeping – including restricted/grant funds tracking.
- 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.
- Proficient in – and Quickbooks Online, Google Suite (docs, drive, pictures); MS Office

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 bookkeeping and office administration. 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 preferred.