

ADST Office Manager Position Description

The Office Manager is responsible for managing the administrative and membership operations of this small, but growing NGO, dedicated to the recording, preserving and sharing of American diplomatic oral histories from our foreign affairs agencies. Responsibilities include financial management, payroll, revenue management, reporting taxes and overall administrative functions including for ADST in person or hybrid events. In addition, the Office Manager supports membership relations with ADST members and ADST membership in history and oral history professional associations.

Financial accounts:

- Oversee bookkeeping and banking – pay bills, track automatic billings and payments, endorse and deposit checks at bank
- Calculate and pay Virginia Sales Tax quarterly
- Pay annual business fees and taxes for local, state, and Federal requirements
- Track funding for all contracts and grants.
- Order and process all book sales at book launches and the OH Bound Book Program
- Coordinate with auditor on Annual Audit and 990
- Work with President and Executive Director on preparation of annual budget

Procurement:

- Order office supplies
- Liaise and work with FSI GSO – make requests for services related to building maintenance and equipment and request use of rooms, or other FSI services (IT, AV) as needed
- Make access requests to FSI as needed with the assistance of the Executive Director. Process parking and shuttle passes.

Human Resources:

- Liaise with payroll provider
- For contractors: Collect W9s and provide 1099s annually
- For staff: provide W2s and monthly earnings statements.
- Collect and file all necessary Human Resources paperwork, including Medical Emergency Forms
- Coordinate advertising and hiring to fill vacant positions, as needed
- Provide welcome packets for Interns, Board Members, and Staff, as needed

General Office/Correspondence:

- Ensure that key documents and correspondence are filed electronically. Manage the filing system of the organization in coordination with the Chief Technology Officer.
- Provide (retrieve) documents and information as needed for President from shared drive
- Pick up mail from off-site post office box; open and process all mail
- Mail books, when necessary
- Coordinate correspondence with members as well as responses to general mail and email inquiries (info@adst.org).

Contracts and Grants:

- Administer contracts and grants, including submission of required reports, in coordination with ADST project managers.
- Draft and finalize other reports, documents, or information as needed for contracts or grants
- Process annual renewal of ADST's System for Award Management (SAM) registration

Membership:

- Process and track membership donations/dues and ensure receipts and thank you letters are provided in a timely and professional manner
- Coordinate member donation drives in Spring and Fall/Winter
- Manage ADST's membership in professional associations and conference attendance (forward relevant info to staff for conference involvement)

Events:

- Coordinate preparations for in person membership events working with the executive director and president
- Coordinate intern work at book launches and outreach events (through the Executive Director & Internship Coordinators)
- Support preparations for Board Meetings and Annual General Membership Meeting, including food orders, and document preparation, as requested by president or executive director
- Attend ADST on- and off-site meetings and events as necessary, including occasional evening events.