

## **JOB ANNOUNCEMENT**

### **Office Manager and Bookkeeper**

The ADST Office Manager position is part-time (24 hrs/wk) and covers general office management as well as financial and membership accounts. The incumbent reports to the president and supports other members of the ADST team. Duties include the following:

#### **Financial accounts**

- Responsible for all bookkeeping, banking, membership processing and tracking, oversight of payroll contractor and quarterly sales taxes. Provides 1099s, pays annual business fees and taxes for local, state and Federal requirements, and performs other budgetary responsibilities, as needed.
- Executes check writing and depositing, accounts payable and receivable, vendor payments; reconciliation of bank accounts, invoice processing, collecting W2 information, all membership payments; processing book orders and payments.
- Prepares draft budget and provides quarterly budget analysis.
- Coordinates with auditor on preparation of Annual Audit, providing documents as requested.

#### **Office Organization and Management**

- Oversees the office calendar by tracking/scheduling all events and meetings for the office. Responsible for maintaining President's schedule.
- Receives and forwards/answers correspondence for membership, general mail, and email inquiries.
- Creates the quarterly member newsletter and implements its distribution.
- Coordinates events: biennial gala dinner, board meetings, membership events, and book launches.
- Provides welcome packets and prepares/organizes documents for new employees and board members.
- Provides support for new interns and coordinates their participation at book launches and outreach.
- Coordinates services related to building maintenance and equipment, room reservations, and purchases and maintains supplies. Coordinates access requests and parking/shuttle passes.
- Collects and processes mail from offsite post office box; coordinates book deliveries.

#### **Grant administration**

- Administers grants (reconciliation, reimbursement payments, award checks, required reports).
- Drafts all other reports, documents, or information as needed for contracts.
- Coordinates the annual Cox Excellence in Language teaching award.

### **QUALIFICATIONS AND REQUIREMENTS**

At least 3 years of office management and finance experience

- Proficient with QuickBooks, general bookkeeping, and accounting
- Experience with nonprofit culture, membership relations, and event planning
- Ability to get a public trust clearance
- Good writing, multitasking skills
- Good judgment, teamwork, upbeat interpersonal skills, and high energy
- Job requires occasional evening work for events.
- Job requires occasional lifting of boxes up to 40 lbs.

**Salary range:** \$24,000 - \$26,500 depending on experience. (24 hours per week)

**Applications (open until filled) can be sent to the following addresses:**

**E-MAIL:**

Jennifer Kobb, Office Manager

[Admin@adst.org](mailto:Admin@adst.org) cc to [johnsonsr@adst.org](mailto:johnsonsr@adst.org)