



Job Opening - Office Manager (Part Time)

This job description is a broad outline of the responsibilities and duties of the Hackensack Riverkeeper Office Manager position and will be amended, as needed, to meet the program priorities of Hackensack Riverkeeper and its ensuing work requirements. It should not be construed as a contract and does not create a contract of employment. Employment with the Agency is at-will.

Reports to: Executive Director

Qualifications:

- Competency in the Basics of Accounting
- Minimum 2 years of relevant experience
- Advanced Excel, Word skills, and QuickBooks experience
- Ability to multi-task in a fast-paced environment
- Ability to work independently and in a team environment
- Bilingual preferred

General Responsibilities:

- Managing the day-to-day operations of the office.
- Assists Bookkeeper with functions associated with the processing of the Organization's payroll and maintenance of the Organization's timekeeping system.
- Maintains Organizational files, personnel records and other administrative functions as needed.
- Works with finance, program, and development staff to ensure coordinated efforts to facilitate accurate, timely, efficient and transparent processes over all office functions.

Specific Duties:

- Ensures the completeness, approval and timeliness of employee time sheets.
- Coordinates schedules in support of Bookkeeper for ensuring the accuracy of employee payroll deductions for health benefits, retirement plan contributions and other miscellaneous employee deductions.
- Reconciles various events and reports to the Organization's donor system, which is Salesforce.
- Maintain the Organization's mailing lists via Constant Contact, Salesforce, and Cognito Forms.
- Maintains the Organization's personnel files.
- Maintains physical office and ensures supplies, equipment, and services (i.e., internet, phones, computers, printers) are maintained and in working order.
- Assists with scheduling meetings and events for the Executive Director.
- Maintains insurance coverages, licenses, registrations, and employee benefit programs.
- Assists with mailings, membership solicitations, and set up of fundraising events.
- Assist with set up and working of out-of-office events such as tabling, paddling events, and fundraisers as needed.
- Other duties as assigned.

*Please submit a letter of interest and resume to info@hackensackriverkeeper.org
206 Main Street, Hackensack, NJ 07601 - www.HackensackRiverkeeper.org*