



Office Manager

Develops and implements office policies and procedures to ensure consistent standards and organizational effectiveness. Provides impactful communication and support to represent the organization. Partners and supports Executive Director and all other Main Street teams in their functions.

Responsibilities:

- Manage office systems by organizing and serving as the point person for:
 - Accounts Receivable
 - Accounts Payable, including payroll for independent contractors
 - Bookkeeping
 - Facility Rental Management
 - Human Resources, including benefits
 - General Office Management
 - Main Street Merchandise and SWAG
- Use a range of software packages, manage databases and data entry
- Review and process all membership payments, program/event transactions and donations
- Partner with Membership, Programming and Development Directors to assure accurate records
- Manage relationships and negotiations with vendors; ensure timely payments for all, including utilities and employee benefits
- Document and reimburse employee expenses
- Document and process state sales tax payments
- Process payments for independent contractors
- Process annual 1099 reports and filing
- Maintain accurate, up-to-date records of all transactions in QuickBooks
- Process monthly bank reconciliations and produce financial reports for management
- Partner with Membership, Programming and Development Directors to track budgets
- Coordinate with organization's accountants and auditors to ensure integrity of annual financials
- Respond timely and effectively to all facility rental inquiries while managing calendar
- Prepare and track all documents and payments to support facility rentals
- Coordinate with concierge, property management and building support to assure awareness and concerns
- Assist Executive Director with Human Resources by keeping updated personnel records, supporting new hire onboarding and benefits programs
- Represent the organization to the public with information via phone calls, responses to inquiries and building visits
- Attend and support in Main Street programming/events and engage community
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned

The Office Manager is an energetic professional who wears multiple hats - experienced in handling a wide range of administrative and executive support-related tasks, able to work independently with little or no supervision, well organized, flexible, and enjoys the administrative challenges of supporting a mission-driven organization and serving and employing diverse people.

Qualifications:

- Highly organized team player who is positive and professional
- High school diploma or GED; advanced education and/or certifications preferred
- Strong computer skills including use of standard Microsoft Office programs, maintaining databases, and navigating websites and online media
- Previous billing and bookkeeping experience preferred
- Experience maintaining financial records; QuickBooks experience preferred
- Ability to pass criminal/registry background checks
- A valid driver's license and insured vehicle

If interested in this amazing opportunity, please send a resume and cover letter to info@mainstreetconnect.org.

The salary range for this position is between \$60-65K, based on experience and skills, with the added potential for a performance-based bonus.