



Fellowship Square

Job Description

Job Title: Office Operations and Accounting Manager

Job Type: Full-time

Department: Administration

Reports To: Director of Finance

Salary Range: \$50,000 - \$65,000

This job description provides a general guideline of the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the responsibilities may vary as circumstances indicate or as determined by the organization. Working hours are primarily during day shift but this position may need to work varied hours including evenings and weekends, as business needs dictate during peak time.

SUMMARY OF POSITION:

The Office Operations and Accounting Manager supports the Director of Finance in day-to-day accounting and payroll tasks. The position assists with account reconciliation and financial report preparation. This position is responsible for overall office management and provides administrative support as needed.

ESSENTIAL DUTIES:

- Prepares and makes bank deposits. Investigates and resolves any unknown checks/payments that are received.
- Records check deposits and electronic payments in QuickBooks. Works with fundraising team to reconcile monthly receipts.
- Prepares and email monthly accounts receivable invoices.
- Enters accounts payable invoices into accounting software on a weekly basis. Reviews invoice coding and approvals.



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- Prints accounts payable checks every two weeks, obtains signatures, mails checks and files invoices as appropriate.
- Conducts credit cards and balance sheet account reconciliations monthly.
- Assists with monthly financial reporting, prepares reports as needed.
- Assists with payroll and is considered backup payroll administrator when needed.
- Assists on all accounting projects as determined by the Finance Director.
- Tracks and codes office credit card expenses.
- Coordinates vendor service requirements, relationships and oversees approval of vendor invoices.
- Serves as main point of contact for office vendors such as phone, landlord, IT consultant, HR consultant, office supplies and other services.
- Assists with preparing the annual Administration Department budget.
- Maintains organizational and legal documents including copies of all executed contracts.
- Ensures annual filings and registrations to ensure compliance with our nonprofit status.
- Maintains file inventory including binders (hard and soft copies), archived files in storage, and office inventory; responsible for maintaining SharePoint file structure on The Square (internal server)
- Orders office supplies as needed.
- Participates in monthly staff meetings and other project meetings.
- Oversees MS Office Suite; interfaces with IT consultant as needed for properly functioning workstations and equipment.
- Coordinates all team-building lunches, happy hours, joint social functions with Management company and all other social activities in conjunction with CEO.
- Assists with other organizational activities and events.



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QUALIFICATIONS AND REQUIRED SKILLS:

- Associate or Bachelor's degree in accounting, finance, business or other relevant field is required
- 2 years' experience with QuickBooks system is required.
- 2+ years of association or non-profit experience is preferred.
- 2 years' experience in payroll processing is required.

ESSENTIAL SKILLS/KNOWLEDGE:

- Strong proficiency with Microsoft Office Suite
- Ability to use and/or quickly learn relevant computer software programs and office equipment to include but not limited to phone system, copier, and scanner.
- Financial and business acumen
- Comfort and expertise in presenting financial information to appropriate stakeholders.
- Ability to prioritize and organize multiple tasks, high attention to detail.
- Strong communication skills in written and verbal formats
- Ability to enter and maintain accurate data/information.
- Strong mathematical and finance skills; demonstrate an understanding of accounting principles.
- Strong organizational skills
- Project and time management skills; ability to manage schedules and deadlines for ongoing initiatives.
- Ability to work as part of a team and to work independently; a self-initiator, versatile and assumes risk with responsibility.

ESSENTIAL COMPETENCIES & BEHAVIORS:

- Demonstrative abilities in collaborative team building and consensus.
- Must be able to maintain confidentiality of all sensitive information and share with only those that are required.



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- Must be able to not be personally influenced or impacted by confidential information.
- Maintains good rapport with all departments.
- Comfortable and productive in a fast-paced work environment.
- Manages multiple projects with minimal supervision.
- Understands the importance of the position for the success of the business.
- Strong desire to learn and seek out new projects as time arises.
- Self-starter

TO APPLY:

Please send a cover letter and resume to info@fellowshipsquare.org.