



## **Office Manager/Bookkeeper Job Posting**

Are you an experienced Office Manager/Bookkeeper who enjoys a fast-paced environment in a non-profit organization? We are searching for the ideal candidate for this full-time, benefits eligible position.

### **Job Responsibilities & Knowledge**

- Expertise in QuickBooks
- Payroll (through an outsourced vendor)
- A/P and A/R
- Bank reconciliations
- Coordinate end of month and year close out procedures
- Manage relationships with vendors and contractors
- Experience with grants
- Manage recruitment process and onboarding new hires
- Maintain HR file compliance and documentation for employee files
- Maintain and interpret personnel and operations policies and procedures
- Assist management with corrective action, recognition, annual reviews

### **Required Experience, Skills, and Qualifications**

- 5 years' office management and bookkeeping experience in a non-profit, small business environment preferred
- 5 years' experience in bookkeeping, finance, payroll and general human resources, preferred

- Proficient in QuickBooks desktop
- Proficient in MS Suite, Dropbox and collaborative tools such as online video conferencing
- Notary Public and/or ability to become a Notary Public within 60 days of employment
- Exceptional organizational skills
- Exceptional interpersonal and relationship building skills
- Exceptional integrity and work ethic
- Exceptional sense of confidentiality and discretion
- Exceptional ability to multitask and self-direct
- 4 year college degree, preferred

***A cover letter with your resume is required for consideration.***

**Closing Date:** May 20, 2020

Interested candidates may forward a resume and cover letter (reference **posting id# OMB**) to: [Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)