

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Office Manager/Bookkeeper (full-time)</i>
<b>Reports to</b>	<i>Manager of People and Culture</i>
<b>FLSA</b>	<i>Non-Exempt</i>

### **Job purpose**

The Office Manager/Bookkeeper will organize and coordinate office administration and procedures to ensure organizational effectiveness, efficiency, and safety. They are responsible for daily financial tasks and recording transactions, inventory control, and office volunteer supervision.

An energetic team player who does not mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well-organized, detail-oriented, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

### **Job Responsibilities:**

#### ***Office Logistics***

- Oversight of office space maintenance, tidiness, organization, and layout
- Implement and oversee adherence to office policies and procedures including collecting and scanning credit card receipts and timesheets
- Provide general support to visitors and answer general phone line
- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Participate actively in the planning and execution of organization events
- Maintain fleet records and registrations
- Set up new employees in office systems and with computers
- Request Certificates of Insurance and driver updates for liability insurance policy

#### ***Financial Administration***

- Manage relationships with vendors and service providers, ensuring all items are invoiced and paid on time
- Collect W-9s and prepare 1099s annually
- Make deposits and enter into QuickBooks financial system and Salesforce
- Prepare monthly allocation spreadsheets and enter into QuickBooks
- Prepare invoices for grants and government contracts
- Reconciliation of credit card statements and upload into QuickBooks
- Prepare monthly bank reconciliations and evaluate discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with Internal Controls and accepted accounting practices

- Assist with gathering of information and documents for annual audit process and specific grant audits as required.
- Make suggestions for continual process improvement.

### ***Executive Support***

- Provide general administrative support to Executive Director and Manager of People and Culture as needed
- Other duties as assigned.

### **Qualifications**

- 2-4 years of proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time-management skills and ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and QuickBooks a plus.
- Knowledge of bookkeeping, data and administrative management practices and procedures
- Strong sense of discretion for working with confidential employee information
- Strong work ethic – ability to lead by example and maintain a good attendance record
- Commitment to diversity, inclusion, and equity in the workplace; valuing all perspectives and encouraging contributions by all team members
- Good driving record over past 3 years

### **Working Conditions and Physical requirements**

- Prolonged periods of working at a computer doing detailed entry and review
- Ability to navigate the city to accomplish errands and maintain vehicles

### **Positions Supervised**

Office volunteers

### **Salary & Benefits**

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, 2 weeks of paid vacation, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Pay range is \$40,000 – 48,000

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG

encourages people of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap  
Attn: Glenda Swinton  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101  
[glenda.swinton@Bridgingthegap.org](mailto:glenda.swinton@Bridgingthegap.org)