



Office Manager

The Office Manager is responsible for office management, oversee financials, & assist with event registration.

Responsibilities

Oversee Finances

This position monitors, maintains, and controls all financials such as budgets, expenses, invoice payments using QuickBooks. This position will generate reports as needed, monitor invoices for increases and overcharges, make deposits and maintain bank and investment accounts. The office manager also maintains corporate and tax records, ensures all state and federal requirements are fulfilled. He/she will work with the accountant and board treasurer on taxes and payroll, and prepare financial reports for auditors.

Office Management

The office manager is responsible for keeping the office neat, organized, and maintained. This position monitors and responds to mail, email, phone calls and walk-ins. He/she will organize and maintain paper and electronic files, maintain office equipment and supervise use of outdoor supplies and services, maintain stock and inventory of office supplies, educational materials, and RTL library books. The office manager maintains the donor database, prepare donor thank you letters, tax receipts, and invoices. Additional responsibilities include coordinate mailings and update the Office Procedure Manual as needed.

Assist with Events

The office manager assists in preparing organizational events and is expected to manage the registration and/or check-in process at the events. Please note that the office manager is not solely responsible for the event, but will have specific duties related to them as determined by the director.

Other duties as assigned.

Office Manager Skills

Right to Life Michiana is seeking an Office Manager that is personable, self-motivated team player with great attention to detail. They are as adept at making financial decisions as they are at communication with others. In addition to these general skills and personality traits, we are seeking an applicant with the following core skills:

- Informing others
- Tracking budget expenses
- Delegation
- Managing processes
- Developing standards
- Promoting process improvement
- Reporting skills

- Verbal and written communication
- Excellent people skills
- Ability to manage multiple projects simultaneously
- Ability to lead and work with cross-functional teams

Tools of the trade

The Office Manager will use a variety of tools to accomplish their daily goals. Applicants should be comfortable with the following:

- Recent versions of Microsoft Office software suites
- Fundraising software, such as GiftWorks
- Bookkeeping software, such as QuickBooks
- Standard office equipment, such as printers
- Digital communication systems

Full time, Monday - Friday with few nights and weekends

Starting salary range \$30,000 - 32,000

To apply: Send cover letter and resume to executivedirector@prolifemichiana.org