

## Office Manager Job Description

**Job Title:** Office Manager

**Position Reports to:** Executive Director

*Last Updated:* August 26, 2010

*GardenShare's mission is to build a North Country where all of us have enough to eat and enough to share—where our food choices are healthy for us, for our communities, and for the environment.*

### **JOB SUMMARY:**

GardenShare's Office Manager is responsible for (1) administering the day-to-day operations of the organization and (2) championing among supporters and the general public GardenShare's vision of a fair and secure food system.

### **OFFICE DUTIES:**

#### **1. *Finances***

- Maintain GardenShare (GS) bookkeeping system, including all records of expenditures and deposits.
- Maintain the audit trail on all transactions, as per GAAP.
- Pay invoices in a timely fashion; prepare payment checks for signing by Exec. Director (ED).
- Prepare bank deposits and deliver to bank.
- Perform monthly bank reconciliations.
- Prepare monthly income statements, balance sheets, and other financial reports.
- Keep ED informed of financial status.
- Draft annual budget for ED.
- Prepare financial records for an annual audit, when required.

#### **2. *Reports and Filings***

- Prepare and submit annual tax filings, as required.
- Prepare and submit annual report to NYS Charities Bureau.
- Pay annual postal permit fee, membership fees, etc.
- Maintain corporation documents, board meeting minutes, etc.
- Maintain appropriate insurance coverage.

#### **3. *Mailing Lists***

- Maintain GS mailing list and other databases, as needed (donors, CSA farms, media, etc.).
- Perform changes-of-address, additions, deletions, as needed.
- Update GS newsletter addresses at least twice a year via USPS "Return Service Requested."

**4. *Printing & Mailings***

- Arrange for the printing and collating of GS newsletters, literature, mailings, as needed.
- Stay up-to-date on bulk mailing requirements; maintain relations with local post office.
- Prepare bulk mailings (newsletters, fund appeals, etc.) for post office, as needed.

**5. *Donation Processing***

- Receive and process donations; send thank-you letters; prepare bank deposits, etc.
- Update and maintain donor database.

**6. *Office & Supplies***

- Maintain GS office and furnishings/equipment.
- Purchase and stock supplies, as needed.
- Maintain computers and appropriate programs.
- Maintain agency files and archives in an organized system.
- Maintain office rental/lease; maintain relations with landlord.

**7. *Publicity***

- Maintain media database.
- Prepare press releases, as needed, and send to media database.
- Create brochures, flyers, literature, as needed.

**8. *Inquiries and Requests***

- Field inquiries and requests that arrive via mail, telephone, and email.

**9. *Web & Email***

- Work with ED to update GS website, online events calendar, and Facebook, as needed.
- Maintain GS email account, domain names, web hosting account.

**10. *Executive Director and Board***

- Confer regularly with ED on finances, operations, and programming.
- Provide timely updates and reports on finances and operations, as requested by ED.
- Coordinate with and assist board members in their planning of GS events.

**11. *Other***

- Other duties as assigned.

**SKILLS & QUALIFICATIONS:**

- Be a committed and dynamic champion of GardenShare and its mission.
- Possess strong skills in office operations, including the ability to organize and maintain files, records, and archives.
- Be proficient and experienced using multiple computer software applications, in Windows and Mac.
- Be proficient and experienced in online communications, social networking, website oversight.
- Possess well-developed written and verbal communication skills.
- Possess the ability to work collegially and effectively with other staff and GS board members.
- Possess the ability to work respectfully and effectively with a broad range of people; to make allies, not adversaries; to widen the circle of support for GS.
- Hold a valid driver's license, possess reliable personal transportation, and be willing and able to perform short-range errands (to the bank, post office, printer, etc.) for GS.
- Be willing to commit to a substantial tenure at GS.