
A C E M E M O R A N D U M



Job Title: Bookkeeper/Office Manager

Summary Description

The Bookkeeper/Office Manager maintains the financial records on a daily basis, maintains an orderly and well-functioning office, and manages human resources and benefits for staff.

Reports to: Executive Director

Responsibilities/Tasks

Responsibilities and tasks may include, but are not limited to the following.

- Bookkeeping
 - Process all accounts payable (including reimbursements and petty cash) and receivables in accordance with ACE's Accounting Policies and Procedures.
 - Process payroll with payroll service. Collect and compile staff timesheets for each payroll run.
 - Reconcile bank accounts monthly, including monthly revenue reconciliations with Development records.
 - Produce monthly financial reports for Executive Director.
 - Participate in compiling information for annual audit and responding to auditor inquiries.
 - Participate in drafting annual budget for office expenses and monitoring program budgets on a monthly basis.
- Human Resource Management
 - Maintain/update Personnel Policy and Staff Handbook.
 - Coordinate personnel benefits for health and dental insurance, retirement plan, transit benefit, workmen's compensation, and other insurance options.
 - Orient new staff to administrative systems and benefits and personnel policy/staff handbook.
 - Ensure compliance with other human resource-related legal requirements.
- Office Management
 - Serve as primary representative to landlord and ensure compliance with lease.
 - Maintain office security, including drafting policies and procedures.
 - Coordinate office and equipment maintenance, including IT.
 - Manage purchase and storage of office supplies.
 - Manage relationships with utility and service providers.
 - Ensure that mail is delivered out and retrieved and sorted daily.

- Lead efforts to beautify ACE office and make common areas a welcoming and orderly space.
- Coordinate setup of workspaces for all staff, interns, and volunteers.
- Maintain schedules for use of conference/ meeting rooms.
- Coordinate food and other logistics for ACE Board meetings and other organization-wide, non-fund-raising events (e.g., Annual Meeting and planning sessions).

Qualifications

- 5-7 years relevant experience in non-profit accounting and office management.
- Experience in managing human resources and personnel benefits.
- Detail-oriented and conscientious work style under strict timelines.
- Solid computer skills including but not limited to proficiency in QuickBooks and MS Office suite.
- Team player, self-starter, quick learner, and ability to work in fast-paced environment.
- Understanding of and commitment to social/environmental justice and community empowerment.

Salary: \$30,000-40,000.

To apply: Send resumes and cover letters to sue@ace-ej.org by June 22, along with salary requirements.