



POSITION DESCRIPTION

TITLE: Office Manager & Bookkeeper

PERFORMANCE

PROFILE SOURCE: Management Professional

DEPARTMENT:Administration

REPORTS TO: Chief Executive Officer, VP/Assistant Executive Director, or Area Director

FLSA STATUS: ☒ Exempt ☐ Non-Exempt

Full-time
M-F 8:30-5:30PM (some weekends)
Salary Commensurate Upon Experience

Organization For over 10 years, Boys & Girls Clubs of Laredo, TX (BGC Laredo) has provided high-quality, community-based youth development services to youth, ages 6 to 12, Metro Laredo.

Our mission is to enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens We focus on academic success, healthy lifestyles, good character and leadership, and job readiness. Our Formula for Impact is based on extraordinary staff, targeted programs and ensuring regular attendance and an optimal experience in our Clubs. You'll Love Working Here Because...

- The people. You will be surrounded by some of the most talented, supportive, smart, and kind leaders and teams – people you can be proud to work with
- The purpose. You'll be advancing our mission to enable young people to reach their full potential as productive, caring, responsible citizens.
- The experience. You will have the opportunity to support our team, shape our administrative practices, and grow your skills. BGCMB has a vision to be a place where people build skills and elevate in their careers. And with the continued growth in the community there is no better time to join. Position Summary:

Office Manager & Bookkeeper

Qualifications

- Bachelor's degree from an accredited college or university recommended
- A minimum of 2 years work experience as an Office Manager in a professional setting
- Self-motivated, data driven, and exceptional writing skills; Microsoft Office Suite knowledge is a must
- Valid State Driver's License

Responsibilities

- The Office Manager & Bookkeeper is responsible for increasing operational efficiency by maintaining superior office conditions and providing critical support to the entire team
- This position directly supports the Leadership Team and assists team members across the organization, and is responsible for overall front office activities, including the reception area, mail, purchasing requests, and arranging for office meetings
- In addition, the Office Manager & Bookkeeper will assist with various finance and human resource functions such as, on-boarding, time and attendance validation, employee file maintenance, and serve as the organizational contact for accounting services
- Administrative Office Support
- Optimize the efficiency of office operations ensuring organization, cleanliness, and functionality of all spaces
- Answer telephones, provide general information, refer callers to other staff or take messages as necessary
- Act as gatekeeper for the administrative office by screening all visitors and maintaining key access
- Assist office visitors (internal and external) with Wi-Fi access, printing, refreshment, and general support
- Schedule meetings and maintain Outlook calendars for the Leadership Team
- Ensure stationary, equipment, supplies and sustenance are ordered timely and maintained in the appropriate locations

Office Manager & Bookkeeper

- Supervise the maintenance of office/kitchen equipment, including printers, copiers, coffee machines, etc
- Responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed
- Troubleshooting technological issues and working with the IT department to resolve issues
- Organizational Support
- Assist human resources and hiring managers with recruiting efforts and onboarding of new team members
- Assist with payroll and employee record management
- Perform accounts payable tasks to include entering bills through bill.com and ensuring proper coding to GL accounts, classes, and funding sources
- Perform accounts receivable tasks to include recording cash receipts in QBO, and reconciling receipts to
- Update and maintain the organization-wide asset inventory
- Own the process for reserving, checking out, and returning company vehicles
- Make logistical and travel arrangements for out-of-town meetings, trainings, and events
- Process purchase orders and coordinate delivery of items to Club locations

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Administrative Office Support

- Optimize the efficiency of office operations ensuring organization, cleanliness, and functionality of all spaces.

Office Manager & Bookkeeper

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 - Perform accounts receivable tasks to include recording cash receipts in QBO, and reconciling receipts to Give SMART (the donor database).
 - Update and maintain the organization-wide asset inventory.
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 - Make logistical and travel arrangements for out-of-town meetings, trainings, and events.
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Miscellaneous

- Other duties assigned
- Education & Experience**
- Bachelor's degree from an accredited college or university
- A minimum of 2 years work experience as an Office Manager in a professional setting
- A minimum of 2 years QuickBooks experience (QuickBooks Online preferred)

Office Manager & Bookkeeper

- Self-motivated, data driven, and exceptional writing skills; Microsoft Office Suite knowledge is a must
- Valid State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.