Position summary: The Office Manager is responsible for ensuring the administrative functions of the organization are working to support the staff and needs of the organization. This includes handling the bookkeeping, office management and the administrative human resources roles in the organization.

Responsibilities include:

Office and administrative support (45% of time)
- Manages multiple vendor relationships including, property management, IT, copier, telecommunications, etc.
- Orders and maintains office supplies and equipment
- Oversees the functioning of the office, ensuring safety and business resumption plans are in place and up to date
- Develops and maintains systems to support effective work flow
- Processes contracts and paperwork as needed
- Manages the organization’s insurances plans
- Ensures that the organization’s required filings and registrations are processed in a timely manner
- Updates client and partner information in the organization’s systems and records
- Sorts mail and distributes to staff

Bookkeeping (35% of time)
- Processes all A/P and A/R needs of the organization, including grant disbursements, paper checks, stock donations, and wire transfers
- Ensures invoices are processed in a timely manner, ensuring approval and oversight processes are upheld
- Handles all bank deposits and related data entry in the fund software
- Processes payroll, employee deductions and related payments
- Generates payroll and financial reports as needed
- Processes employee expenses reimbursement
- Manages the organization’s credit card transactions, policies, and receipts
- Manages finance communications and the finance email inbox
- Reconciles grant expenditures with program staff on a quarterly and annual basis
- Prepares and sends grant disbursal reports to client funds
- Sends donor acknowledgements
- Supports the organization’s annual audit and 990 production as needed
- Regularly partners with the organization’s financial consultants
Human Resources Support  (20% of time)

- Provides employee support and communications
- Oversees new hire orientation process
- Leads annual health benefit open enrollment process
- Administers employee benefit plans, including health plans, retirement savings and commuter benefits, adding and removing employees from plans as needed
- Regularly partners with the organization’s HR consultants
- Oversees employee records
- Supports hiring processes when needed

Candidates for the Office Manager position typically have /are:

- Bookkeeping experience and basic understanding of cost accounting
- Experience working with Excel and digital accounting systems is necessary; experience with FundEZ and Gusto is desirable
- Proficiency with standard computer systems and databases
- Willingness and ability to learn new platforms and systems
- Strong written and interpersonal communication skills
- Able to manage multiple priorities
- Commitment to follow through & attention to detail
- Proactive and takes initiative
- Flexible and collaborative
- Previous nonprofit experience is desirable
- Willingness and ability to learn new platforms and systems
- Interest in movement building and the work of CCF

Common Counsel provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at Common Counsel involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is required to travel locally by public transit or driving.