



INDIAN RIVER LAKES CONSERVANCY

Office Manager



REPORTING TO: Executive Director

STATUS: Non-Exempt, Part-Time

POSITION SUMMARY:

The main purpose of the Office Manager position at IRLC is to oversee all operations of the office to ensure an organized and efficient workflow within the Land Trust Alliance (LTA) accreditation standards; provide administrative support to the executive director; and cross train in communications to better assist in a balanced work environment.

RESPONSIBILITIES

Office Management and Administration:

- Open mail, update and maintain the donor and member database
- Print weekly acknowledgement letters
- Organize grant records, manage scholarship awards, file tax forms, and serve as the recording secretary at board meetings
- Responsible for office automation website maintenance, networking, and ordering office supplies
- Assist with, and support for the preparation of events, meetings, and programs

Executive Assistance:

- Provides assistance to the Executive Director for filing and administrative tasks
- Collect board packets, committee materials, event/program materials, policies and other information to keep accurate files electronically for audit and accreditation purposes
- Assist in IRLC LTA reaccreditation preparation, coordinating the internal review process, managing remedial actions, and integrating with the accreditation review team
- Work with the Executive Director in preparing the annual budget and monitor financial expenditures to ensure strict compliance with the annual budget

Accounting and Finance:

- Prepare all cash receipts and checks, and code all deposits
- Bank Accounts – Maintain IRLC Savings and Checking accounts and reconcile
- Insurance- Completes reports, calculate payments, pay and submit annually as required

QUALIFICATIONS AND PERSONAL QUALITIES

- Associates Degree and/or experience managing a small staffed office preferred
- Strong organizational and communications skills, detail oriented
- Proficient in Windows XP Pro, Microsoft Office, Excel and QuickBooks
- Must be able to prioritize tasks regularly, work well under pressure, manage a variety of tasks simultaneously and maintain a high level of confidentiality
- Strong interpersonal and customer service skills, with enthusiasm for the organization's programs and goals.
- Ability to work well as part of a team as well as individually with minimal supervision.
- Willingness to work some evenings and weekends.
- This position requires an individual to have a driver's license and vehicle, navigate trails, lift and carry up to 20 lbs.

ADDITIONAL INFORMATION

Location: IRLC's office in Redwood, New York

Send cover letter, resume, and references to James "Wylie" Huffman, Executive Director at jwhuffman@indianriverlakes.org by March 8, 2024.