



# Bookkeeper / Office Manager

Job Description – May 2021

**Classification:** Nonexempt

**Wage Type:** Hourly/35 hours per week

**Reports to:** Executive Director

## Summary/Objective

The River District Association is the primary point of contact for information on the River District for existing businesses, residents, other organizations, prospective businesses, newcomers, tourists, etc. The first impression many will have of the River District and this organization is made by this position. It is imperative that this first impression be a positive one, and one in which individuals are greeted warmly and professionally with all interactions being handled with exceptional individual care.

## Essential Functions

- *Documented* professional bookkeeping experience and knowledge of QuickBooks is required. Familiarity with non-profit bookkeeping and grant reporting preferred.
- Data management – this position will organize and manage a large amount of information regarding grants, programs, services, surveys, and databases.
- Be the first impression maker for RDA by greeting all guests, answering the phones, and providing information about the district.
- Assist with mail and email communications; maintain logs and listings as directed.
- Assist in the development and maintenance of written policies and procedures
- Provide administrative support for the Executive Director, including calendar support and communications. Provide support for the Communications and Events Manager and the Programs and Services Manager as needed.
- Manage registration for RDA meetings and events
- Assist in recruiting, coordinating and tracking events and volunteers
- Assist in scheduling, planning, promoting and implementing various events, campaigns and programs
- Prepare packets and materials as requested
- Manage inventory and ordering of general office and meeting supplies
- Physically assist at events and programs as requested
- Prep for meetings, general facility appearance, including conference/board rooms, kitchens, tables, floors, coffee service, signage, trash, lighting and access

## **Interaction**

This position will provide support for the River District Association but will interact with other entities daily. Knowledge of all programs, work plans, and events will be key for the successful implementation of this position. The Office Manager is expected to assist with various RDA programs, meetings, and events as available.

## **Required Competencies:**

- Bookkeeping & Accounting Experience & Skill
- Front Office Management Experience: phones, mail/correspondence (including fundraising and solicitation campaigns), office equipment, walk-in visitors, and calendar management
- Proficient in Microsoft Office (Word, Excel, Publisher, Powerpoint)
- Organized
- Adaptable
- Diplomatic Communication Ability
- Cultural Competence
- Customer/Client Focus
- Planning and Organizing
- Executive Support

## **Exceptional Candidates will have additional experience in:**

- Non-profit Accounting and Grant Tracking/Management
- Property Data and Survey Data Collection/Management
- CRM/Project Management Systems/Dashboard Management
- Payroll/HR Experience
- Google
- Experience with Volunteer Management (recruitment, training, and recognition)

## **Supervisory Responsibility**

This position has no supervisory responsibilities. This position will report to the Executive Director, with occasional support for the Communications and Events Manager and the Programs and Services Manager. This position will also provide support to the Executive Director for management of items related to the Board of Directors.

## **Work Environment**

While performing the duties of this job, the employee regularly works in an open office setting. Employee may occasionally work outside of the office at special events and other functions which may include being outside in varied weather conditions.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In this position, the employee is required to have close visual acuity to perform an activities such as: preparing and analyzing data and figures; typing, and viewing a computer terminal. The employee will occasionally need to lift equipment and office supplies up to 40 pounds. The employee is frequently required to sit, stand, talk and hear.

### **Expected Hours of Work**

This position has regular hours of 35 per week in our offices located at 208 N Union Street, Danville VA. In general, the normal workday is 9 AM until 5 PM, Monday through Friday; lunch is one hour per day. However, duties of this position may occasionally require the incumbent to be available beyond the traditional work hours. There is an opportunity to adjust the daily office hours office if the work is structured within the hours of 7 AM to 6 PM with a pre-set/pre-determined calendar.

### **Travel**

Occasional local travel to various partner businesses and event venues when necessary, as well as occasional training opportunities.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **To Apply**

Please email your resume and cover letter, Attn: Diana Schwartz, River District Association to [Diana@riverdistrictassociation.com](mailto:Diana@riverdistrictassociation.com) along with salary requirements; references will be required once an interview is scheduled. Resumes will be accepted until the position is filled. Full-time RDA employees are eligible for health insurance and retirement matching. **No phone calls, please.**