



## Office Manager

Incorporated in 1810, the Salem Athenæum is a non-profit independent membership library and cultural center hosting a variety of events including lectures, concerts, discussion groups and many other activities. Library holdings include a contemporary circulating collection of fiction, non-fiction and children's literature as well as historical research collections in literature for adults and children, natural sciences, political and social sciences, theology, and travel.

We are currently seeking an experienced, part-time office manager to make a positive impact on our busy and vibrant community. This is a part-time position reporting to the Executive Director and Treasurer.

### **Financial Responsibilities:**

Financial responsibilities include managing the day-to-day administration of the QuickBooks software system including payroll, income and expense reporting, monthly bank reconciliations and quarterly tax preparation. In addition, this position will provide internal and external financial reporting and budget updates.

### **Administration Responsibilities:**

Assist the Executive Director in preparation of internal and external correspondence including grant application and reporting, membership maintenance, and other mailings using various database and office software. Responsible for the day to day activities required to manage office procedures, office supplies, and general administrative functions.

### **Information Technology Responsibilities:**

Develop an Information Technology Policy in collaboration with the Executive Director and Executive Committee and make changes as necessary.

Work with outside consultants to maintain website, equipment, system security and upgrading of hardware and software.

### **Qualifications:**

- A minimum of 3-4 years of experience managing an office, preferably in non-profit sector.
- Excellent written and verbal communication skills, attention detail.
- Standard bookkeeping experience, knowledge of QuickBooks for non-profits a plus.
- Solid computer skills including Microsoft Office and general database software systems.
- Ability to resolve issues and keep the Athenæum in compliance with financial standards.
- Ability to work independently and communicate effectively throughout all levels of the organization, including staff, board of trustees, members, and volunteers.
- Bachelor's degree strongly preferred.

Applications will be accepted until the position is filled. Review of applications will begin August 26, 2019.

### **Please direct resumes in electronic format to:**

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