



**EMPLOYER:** Howard EcoWorks

**Title:** Office Manager

**Reports to:** Deputy Director

**Supervises:** N/A

**Status:** Part-time, 20-30 hrs/week. Mon-Fri 8:00 - 4:30 (fall through spring), 7:00 – 3:30 (summer)

**JOB DESCRIPTION:** Howard EcoWorks (EcoWorks) is a non-profit organization in Columbia, MD whose mission is to empower communities and diverse workforces to respect and restore our natural systems for future generations. EcoWorks is seeking an Office Manager to coordinate and oversee administrative duties in an office and ensure that the office operates efficiently and smoothly. The Office Manager will also support tracking and managing financial data including documenting transaction details and recording financial transactions. The ideal candidate will be a hard-working professional able to undertake a variety of administrative and office support tasks in a timely manner. This person will be comfortable working with a high degree of attention to detail and discretion.

**RESPONSIBILITIES:**

- Supports company operations by maintaining office systems.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; follows up on work results.
- Supports office staff with recruiting, selecting, orienting, and training employees.
- Keeps financial records up to date on a daily basis.
- Creates revenue and expense entries supported by proper documentation.
- Processes incoming funds, including checks and cash, as well as from online sources.
- Ensures all expense and banking transactions are accounted for.
- Scans, uploads, and files expense receipts, checks, and other records of transactions.
- Keeps account records (customers, vendors, partners) accurate and up to date.
- Supports the Executive Director in Board of Directors management



### **PREFERRED QUALIFICATIONS**

- High school diploma, GED, or equivalent
- Two to three years' experience in an office setting manager
- Experience in finance, bookkeeping or accounting certification
- Experience using Quickbooks Online or Desktop software
- Experience with Microsoft Word and Excel as well as Google Suite, including Docs and Sheets
- Supply management experience
- Attention to detail
- Ability to learn quickly
- Working knowledge of office equipment such as copier / scanner
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Customer service skills
- Excellent data entry skills
- Promoting process improvement

### **COMPENSATION:**

- Wage: \$18-\$21/hr

### **BENEFITS:**

- Prorated Holidays and paid time off
- Access to prorated health benefits plan after 30 days of employment
- Access to the corporate 401(k) plan, with matching based on tenure

**TO APPLY:** Go to: <https://www.howardecoworks.org/staff-position-application> to apply and upload your resume, cover letter, and a list of three work-related references.

*Howard EcoWorks is committed to building a culturally diverse workplace and strongly encourages applications from minority candidates.*

*Equal Opportunity Employer: Recruiting and retaining a diverse workforce is a high priority at Howard EcoWorks. EcoWorks does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.*