



## **Keep Cincinnati Beautiful is Hiring for an Office/Manager/Bookkeeper!**

**Keep Cincinnati Beautiful is seeking an individual to manage our bookkeeping responsibilities and other office management duties. This role is expected to manage the bookkeeping of a small (12 person team) non-profit, while taking on some office management responsibilities to create an FTE of 32 hours.**

### **BOOKKEEPER RESPONSIBILITIES:**

- **Process Accounts Receivable/Payable**
- **Prepare outgoing invoices**
- **Prepare Semi-Monthly Payroll**
- **Assist with the annual audit process**
- **Maintain personnel files with documentation required for audit purposes**
- **Assist with basic HR duties like new hire documents, compliance, and temporary disability insurance and workers' compensation filings.**
- **Make deposits and record all cash receipts**

### **OFFICE MANAGER DUTIES AND RESPONSIBILITIES:**

- **Manage Staff Meetings**
- **Main Line Phone Management & VM Forwarding**
- **Manage [Info@KeepCincinnatiBeautiful.org](mailto:Info@KeepCincinnatiBeautiful.org)**
- **Supervise/Delegate Box Organization**
- **Membership Renewals**
- **Coordinating Software/Tech Purchases and Tech Support**

## **ANNUALLY:**

- **Create Timesheets, Expense Tracking, Deliverables, Benefit Tracking,**
- **Transactional HR (Insurance Renewals, etc)**
- **Board Meeting Minutes**
- **Assisting the Development Manager, which may include database management, event planning, individual campaign recognition, grant writing**

## **COMPENSATION AND BENEFITS:**

- **Starting salary of \$20.00-\$22.00 per hour. Either 32 or 40 hours per week.**
- **10 days vacation accrued through year one**
- **Sick leave/sick leave bank**
- **10 days holiday plus time between Christmas and New Year's**
- **Health insurance: Agency pays 75% of premiums**
- **Simple IRA with Agency match on day 1.**

***To apply, email cover letter and resume to [Jonathan@KeepCincinnatiBeautiful.org](mailto:Jonathan@KeepCincinnatiBeautiful.org) with "Bookkeeper/Office Manager Position" in the subject. Start day is flexible, before May 2023.***