

Historic **GENEVA**

Job Description Office Manager

The Office Manager is a key member of a small team that collaborates in the effective functioning of Historic Geneva. The Office Manager is responsible for the general day-to-day management of Historic Geneva's office. He or she works closely with the Executive Director and Treasurer. The Office Manager reports to the Executive Director. The position is part-time (up to 30 hours a week) with a Tuesday – Saturday schedule. The salary is \$20 - \$22 per hour. Benefits include paid time off (vacation, sick leave, and holidays) and contributions to a retirement plan.

SPECIFIC RESPONSIBILITIES

Financial

- Oversee accounts payable, payroll, cash receipts, and other bookkeeping functions through QuickBooks.
- Process bank deposits.
- Maintain a donor database for all fundraising activities.
- Prepare and process payroll.
- Process IRA contributions.
- Oversee vendor records, billings, and payments.
- Maintain financial spreadsheets (grants, gift shop sales, etc.).
- Prepare and submit quarterly sales tax returns.

General Management

- Prepare acknowledgements for all donations including annual support campaigns and memorials.
- Coordinate bulk mailings.
- Geneva History Museum
 - Welcome and orientate visitors.
 - Answer the phone.
 - Maintain office and housekeeping supplies.
 - Process on-site Gift Shop sales.
 - Maintain Gift Shop sale records.
- Rose Hill
 - Maintain Gift Shop sale records.
 - Assist the Visitor Services and Programs Manager with group tours and event rentals.

Other

- Prepare monthly report for the Board of Trustees.

- Take minutes at the monthly Board of Trustees meetings.
- Participate in professional development opportunities as approved by the Executive Director
- Assist with projects, programs, and events as requested by the Executive Director.