



Job Description:
Office Manager
Revised: 08_08_19

Reports to: Executive Director (ED) and Director of Development (DD)
Hours: Full-time, 40 Hours/Week (occasional evenings/weekends)
Schedule: Normal business hours – 8:30 a.m. start time
Status: Non-exempt, hourly

Position Summary: The Office Manager advances the mission of the Muse Machine through coordination and support of all administrative and office operations, as directed by the Executive Director (ED) and Development Director (DD); and by providing basic bookkeeping services.

Major Responsibilities & Critical Results:

Administrative Support

- Set appointments and maintain Outlook calendars for ED and DD.
- Prepare in advance for ED and DD meetings (rooms, resources, refreshments, etc.)
- Establish/maintain files for ED and DD.
- Answer phones and direct calls or take appropriate messages.
- Attend all staff meetings.
- Assist ED and DD with program support, including:
 - Preparing, sending and monitoring program evaluation surveys (using Survey Monkey);
 - Sending reminders to staff and/or teachers to ensure completion of surveys;
 - Entering Preschool & Elementary School program data into Excel spreadsheet for reporting purposes;
 - Maintaining various participation data spreadsheet for Cultural Data Project, grants and final reports;
 - Assist with the Cultural Data Project annual reporting;
 - Annually update federal and state legislative contact information, prepare annual update letters; invite local legislators to selected events, etc.
 - Other assistance as needed.
- Take meeting minutes as assigned.

Office Administration

- Monitor and order office supplies; including maintaining sufficient postage in meter.
- Maintain all office equipment (copier, postage machine, phones, computers, etc.); contact vendors as needed to ensure good working order of all equipment; monitor/order toner and paper as needed for copier.

- Keep shared spaces clean and neat (copier/storage area, kitchen, reception area).

Board-related Duties

- Assist ED and DD in preparation for board, executive committee and other committee meetings as needed, to include:
 - Room setups with refreshments;
 - Creation of name tents and labeled folders with appropriate copies for each attendee;
 - Required meeting follow-up, etc.

Special Event Coordination

- Work with DD, ED and volunteer committee to help ensure a successful annual Benefit Dinner.
- Support appropriate efforts related to other Muse Machine special events.

Bookkeeping

- **Deposits** - Receive, record, copy all daily incoming donations/gifts and other daily financial transactions using Sage (formerly Peachtree).
 - Prepare multiple daily deposits based on type of payment.
 - Copy and sort checks from safe for both Development and Accounting.
 - Enter deposits into Accounting System (Sage) and print deposit slip.
 - Make bank deposit and deliver receipt to Accounting for final review and filing of backup.
- **Billing**
 - Secondary Schools Program: Invoice all schools for in-school programs ensuring correct coding and mailing to schools (September typically).
 - On a monthly basis, reconcile the General Ledger Account to the Access Report provided by Scheduler Position.
- **Ticketing Program**
 - Monthly, invoice new out-of-school ticketing programs to schools. Proof by pulling General Ledger to ensure all invoices have been coded and prepared to tie to Access Report provided by Scheduler Position. Make 2 copies of Access Reporting – one for Ticketing File and the other for Accounts Payable Vendor File (to match to ticketing invoice).
- **Membership Program**
 - Primarily September-November, invoice schools for online and paper form membership information. Membership volunteer will prepare membership invoicing backup in Shared Drive which will trigger the membership invoice to be prepared. Update the Membership Batch Control Report with all invoicing and number of members.
- **Credit Card Payments**
 - Update monthly Authorize.net credit card deposits to general ledger. (There is high volume during the months of September-January due to memberships, musical, benefit dinner, etc.)

Other

- Handle all other special projects as assigned by ED or DD.

Education

Associate's degree required; bachelor's Degree preferred

Supervisory Responsibilities

This position has no supervisory responsibilities.

Work Environment

The job operates in a professional office environment. This role routinely uses standard office equipment such as phones, computers, copies/faxes/scanners, filing cabinets, etc.

Physical Demands

This role primarily involves desk work, while sitting; however, there may be some prolonged periods standing (e.g., while compiling binders and brochures). The ability to lift files, cleaning tools, filing cabinets, small boxes of literature, e.g., etc. is needed.

Travel

There is no significant travel; but local errands in approximately a 10-20 mile radius may be required on occasion. Mileage will be reimbursed.

Minimum Qualifications:

- 3-5 years' experience in nonprofit programs
- Advanced proficiency in Microsoft Word, Excel, PowerPoint, Outlook
- Able to present professional appearance and conduct
- Understanding of and passion for arts education
- Excellent written and oral communication skills
- Ability to manage multiple priorities
- Solid understanding of and experience with basic bookkeeping principles and practices
- Advanced knowledge in the use of Sage (Peachtree) accounting system
- Ability to create surveys using SurveyMonkey

Knowledge, skills and abilities

- Serve as an ambassador for Muse Machine and development efforts
- Database management
- Special events planning
- Management of volunteer resources
- Create complex spreadsheets using advanced functions

Apply via email to HR@musemachine.com with cover letter and resume.