Office Manager

Ozark Greenways, Inc. is a 501(c)3 located in Springfield, MO. We are excited to add a full-time Office Manager to our team. This position will blend office management and office administration by being a key player in keeping the office running happily and efficiently to enable our team to do good work while also implementing and improving solutions and processes to keep work flowing strategically and efficiently. We are looking for an energetic team player with a minimum of two years’ experience in office management or office administration. To be a successful hire, you will need to be proficient in Microsoft Office applications and QuickBooks, enjoy interacting with people, and have excellent written and verbal communication skills. The position will report to the Executive Director. See below for more details.

- Full-time position: up to 40 hours/week/non-exempt
- Compensation: $15-19/hour
- Benefits:
  - 14 days Paid Time Off (PTO)
  - 10 paid Holidays
  - OG Offices closed Dec 26-31 to recharge
  - Personal cell phone stipend ($50/month)
- Flexible schedule

The ideal person for this position is someone who:

- Has the computer skills to use email, internet, and Microsoft Office software on a daily basis.
- Has experience with QuickBooks and is familiar with generally accepted accounting principles.
- Has experience with donor management software and website content management systems.
- Is very detail-oriented and organized.
- Is able to adapt to changing demands and responsibilities.
- Works quickly, but accurately.
- Has a sense of humor.
- Values and appreciates the outdoors and our region.
- Publicly supports the mission and values of Ozark Greenways and will represent Ozark Greenways positively in the community.

Responsibilities

Administrative and Financial (~50% of time)

- Maintain accurate and detailed accounting records in QuickBooks
- Assist in the design, revision and maintenance of the accounting systems, policies, and procedures
- Reconcile bank accounts, Community Foundation of the Ozarks accounts, and credit card transactions
- Scan, notate, and file receipts and financial documentation electronically
- Prepare monthly and quarterly financial reports
- Assist in compiling monthly board meeting packets
- Prepare payroll 2x/month with Payroll Manager software
- Deposit checks at bank
- Assist with EOY tax receipts and mailing
- Assemble data for annual budget and tax statement reports
- Assist Ozark Greenways’ staff with scheduling meetings
• Answer Ozark Greenways’ office phone
• Pick up mail from post office daily
• Assist with written correspondence such as letters of support, request for proposals, etc.
• Assist with land trust and land acquisition documents such as conservation easements, quitclaim deeds, warranty deeds, correspondence with current and future landowners, etc.

Outreach (~25% of time)
• Assist in the design, revision and maintenance of the donor management system and procedures
• Maintain donor database records in Donor Perfect software, input donation information, prepare reports as needed
• Assist with website updates in Symphony Content Management System
• Prepare quarterly membership renewal letter and mailing list
• Assist with quarterly newsletter and mailing list
• Assist with donor thank you cards
• Assist with scheduling locations for events
• Assist with hosting Ozark Greenways events
• Assist with quarterly volunteer work days

Advocacy and Program Support (~25% of time)
• Assist other Ozark Greenways staff with advocacy and program needs as they arise
• Assist with Bike, Walk & Wheel Week planning and execution

Other Requirements
• Ability to use a computer and phone to maintain financial records, prepare and review documents, and make community contacts
• Ability to lift a minimum of 25lbs
• Ability to travel independently across Springfield and our service area

Submit cover letter and résumé, including two professional references and one personal reference, by email to Executive Director, Mary Kromrey, at mary@ozarkgreenways.org by the end of the day on Friday, January 31, 2020.

Ozark Greenways, Inc. values inclusion, diversity, and equity, and does not discriminate on the basis of race, color, religion, gender, age, national origin, ancestry, sexual orientation, or disability.