



# MCEDV.

The Maine Coalition  
to End Domestic Violence

## Job Description: Office Manager & Bookkeeper

Title:	Office Manager & Bookkeeper
Classification:	Non-exempt/hourly
Salary Range:	\$21.75 - \$29.00/hour
Work Hours:	Full time, flexible but usually 9:00 – 5:00, Monday through Friday
Location:	MCEDV Office, 101 Western Ave., Augusta
Travel:	Limited
Supervisor:	Finance Director

### **MCEDV Mission**

*The Maine Coalition to End Domestic Violence (MCEDV) advocates for the right of all people to live free from domestic abuse and all forms of violence.*

### **Position Purpose and Overview**

The Office Manager and Bookkeeper ensures the development and smooth implementation of office procedures, and supports the MCEDV staff in formatting, printing, and distributing a variety of documents, presentations, and multi-media programs. MCEDV has a multi-million-dollar annual budget and passes funds through to subgrantees. The Office Manager & Bookkeeper ensures that all financial transactions are processed in a timely fashion and appropriately recorded and tracked in compliance with generally accepted accounting principles and works closely with the Finance Director.

### **Worked Performed / Position Responsibilities**

#### **Office Management:**

MCEDV staff are generally responsible for their own paperwork and administrative functions related to their primary work responsibilities, including preparing documents and reports as required. These office management tasks are intended to ensure that necessary resources are available in the office, to allow all staff to be efficient and effective, and to ensure effective communication with external vendors. Responsibilities include:

- a. Supporting the MCEDV virtual office infrastructure through Office 365 and other internet-based communication systems, such as Zoom;
- b. Managing MCEDV meeting resources, such as use of the conference room, and related equipment and supplies;
- c. Oversee MCEDV office site, including replenishing inventory of supplies and equipment maintenance;
- d. Maintain regular vendor relationships, service agreements and/or licenses for office equipment, including technology; assist Finance Director in resolving any vendor billing and payment issues;
- e. Oversee physical safety, organization, and cleanliness of the office, including management of cleaning services;
- f. Collect and disseminate physical mail; check and route email received in general email inbox as well as voicemail messages received in general agency voicemail box, in coordination with the Education & Communications Director as needed;
- g. Maintain master database of voicemail, email and website username/passwords for staff, vendors, and grants;
- h. Maintain MCEDV subscription list; and
- i. Maintain and update equipment and software inventory.

### ***Training and Technical Assistance:***

Training and education are crucial elements of MCEDV's community awareness and prevention services, as well as essential for the provision of quality program services. MCEDV provides training and education activities for members and community partners. All staff engage in training and education within their content specialty areas. The Office Manager and Bookkeeper will work with the Finance Director to manage accounts receivable and payable as related to training invoices within the budget framework.

### ***Bookkeeping:***

The Office Manager and Bookkeeper will work with the Finance Director at least once a week to ensure that all financial transactions are recorded in QuickBooks. Responsibilities include:

- a. Maintain accounts receivable and payable by verifying, allocating, and posting transactions;
- b. Print checks;
- c. Process recurring payments to MaineShare, EmpowerDB, SEP accounts, etc.;
- d. Prepare "draw down" reports so that the MCEDV Finance Director can draw down federal funds to cover expenses, and verify deposit into MCEDV checking account;
- e. Prepare monthly finance statements (balance sheet and profit & loss statements) for all funding sources as well as agency-wide;
- f. Prepare monthly journal report as well as payables and receivables report;

- g. Complete 1099 documents for contractors as well as 1098 report;
- h. Prepare other reports as may be requested by the Finance Director – particularly in preparation for the annual single and MAAP state audit; and
- i. Communicate with MCEDV's audit firm as requested by MCEDV Finance Director.

### **Special Projects:**

The Bookkeeper will engage in special projects and other duties to meet MCEDV's needs at the direction of the Finance Director.

### **Qualifications and Skills:**

We seek candidates who:

- Have expert understanding of accrual as well as cash accounting;
- Have expertise and extensive experience working with QuickBooks and are well versed in:
  - Non-profit finance;
  - Generally Accepted Accounting Principles (GAAP) and practices;
  - Tax laws of the State of Maine and USA;
  - Knowledge of federal and state grant/contract financial guidelines;
  - Complex coding of transactions among funding sources, based on grant funding allocations;
  - Understanding the audit process – MCEDV undergoes an annual single audit;
  - Developing excel spreadsheets and graphs;
- Understand and are committed to issues of diversity, equity, and inclusion and demonstrates the ability to work in a multicultural environment;
- Are able to research, analyze, and present information effectively;
- Have excellent organizational skills and attention to detail;
- Demonstrate appropriate conflict resolution methods which lead to positive solutions;
- Possess excellent communication, time management, and problem-solving skills;
- Have excellent computer skills with proficiency in Microsoft Word and Excel (proficiency with other Office 365 programs preferred);
- Are able to maintain and preserve confidentiality;
- Are able to work collaboratively and cooperatively with a variety of people as well as independently with minimal supervision; and
- Are able to successfully manage prioritization of tasks related to multiple projects.

### **Additional Requirements:**

The results of a thorough background check, including a Maine Bureau of Investigation Criminal History, Maine Bureau of Motor Vehicle Driver's Record, Maine Sex Offender Registry, and Federal Suspension & Debarment/Excluded Individuals or Parties, must not

contain any disqualifying information. Background screening will be conducted in compliance with all governing laws.

**Physical Requirements and Working Conditions:**

- a. Must be able to work in a fast-paced office environment with the potential for stress;
- b. Must be able to work a flexible schedule when required by work demands; and
- c. Must be able to do occasional lifting and transporting of materials.

***MCEDV is committed to the principles of equity and inclusiveness and affirmatively seeks to create and maintain a diverse team with varied life experience to best accomplish our mission. MCEDV is an Equal Opportunity employer. We encourage people who are BIPOC (Black Indigenous People of Color), LGBTQ+, and/or have lived experience of immigration, domestic violence, disability, and poverty to apply.***

**How to Apply**

Send resume and cover letter describing how your experience and skills align with the job responsibilities and required skills in a single document via e-mail with “Office Manager & Bookkeeper Application” in the subject line to [francine@mcedv.org](mailto:francine@mcedv.org).

Questions about the job and MCEDV may be directed to Francine Stark, Executive Director at [francine@mcedv.org](mailto:francine@mcedv.org).

**Applications due June 18, 2023 with anticipated start date of August 1, 2023**