

# Office Manager



## About the Waterfront Botanical Gardens

The Waterfront Botanical Gardens (WBG) is a nonprofit organization working to create a botanical garden at Frankfort Avenue and River Road in Louisville, Kentucky. The organization has grown significantly in recent years, having raised over \$9 million from public and private sources for the project.

As our staff grows, it is important to our organization that the WBG becomes a great place to build a career. We work to foster a culture of respect and recognition for our employees and volunteers, and we offer compensation that enables our employees to live secure, stable lives.

## Role Overview

The Office Manager role is an important part of our team and its daily work, as well as the entire project as we move forward. The position will be the central point of communication in the organization, working with all staff members as well as donors and contractors, oftentimes by phone. The ability to function as part of a team, and working to support the team, is essential.

Strong candidates for this role will be self-motivated and detail-oriented. They will have experience working in an office setting and as part of a team. They will have excellent computer and accounting skills, and the willingness to learn more. They will have both the ability to complete projects and tasks on their own, as well as the interpersonal skills required to be an effective member of a team.

This role is a full-time, salaried position that requires some work during the evenings or weekends for special events. The role includes paid time off for vacation, sick days and holidays. Other benefits included.

This role works under the supervision of the Manager of Finance and Operations, and the President.

## Responsibilities

- Quickbooks
  - Input invoices weekly
  - Review monthly credit card statement and insure that all documentation is in place
  - Complete monthly journal entries and account reconciliations
  - Prepare vendor checks for mailing

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[www.waterfrontgardens.org](http://www.waterfrontgardens.org)

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- eTapestry
  - Enter donor checks into system
  - Copy, file and deposit donor checks after eTapestry data entry
  - Run eTapestry donor reports as needed or requested
  - Insure the accuracy of all data entered into eTapestry
- Board of Directors and Committee support
  - Schedule and communicate Board meetings
  - Prepare Board materials and send to Board of Directors
  - Manage Powerpoint presentation at the Board meetings
  - File Board of Director and Community Leadership Council documents, reports and minutes
- President
  - Schedule donor meetings and prepare materials; send out meeting reminders
- Other
  - General filing, both paper and electronic
  - Manage and organize the Google Doc folders
  - File monthly financial reports
  - File hard copy invoices
  - Maintain files on contracts, insurance, etc.
  - Communicate with vendors over the phone
- General office management
  - Order office supplies and office water and manage delivery
  - Communicate maintenance issue to appropriate party

## Qualifications/Requirements

- Minimum of a Bachelor's degree preferred
- A minimum of five years' experience in an office setting
- Data entry experience required
- Requires effective interpersonal and oral communication skills
- Requires effective writing and oral communication skills
- Successful experience working in a team setting
- Ability to present a positive image of the organization to the community

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- Efficient and productive work style to allow maximum and efficient use of limited resources
- Ability to work well with other staff, board, committee members, donors and volunteers
- Must be willing to work after hours or on weekends as requested for special events
- Excellent written and verbal communication skills
- Skilled with computers, Mac and Microsoft software programs, Quickbooks, eTapestry
- Currently a licensed Notary in Kentucky or willing to get licensed
- Commitment to WGB's mission and its core values

Job Type: Full-time, salaried

Benefits offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; Flex spending account.

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