



## BIRMINGHAM AUDUBON

*Position description*

### **Office Manager**

Location: Birmingham Office

Supervisor: Executive Director

#### *About Birmingham Audubon*

Founded in 1946 and incorporated as a 501(c)(3) in 1976, Birmingham Audubon is Alabama's fastest-growing nonprofit promoting conservation and a greater knowledge of birds, their habitats, and the natural world. As the primary Audubon chapter for most of Alabama, we provide a variety of services to our state's birds and bird lovers, including field trips, adult courses, support for researchers and educators, scientific research, habitat restoration, and coastal bird stewardship and monitoring. As of 2018, our staff includes eight full-time and two seasonal positions divided between our Birmingham and Mobile offices. Our newsletter reaches over 1,800 local and National Audubon members statewide.

#### *About the position:*

Birmingham Audubon's OFFICE MANAGER is responsible for carrying out the organization's daily administrative and financial-management tasks with precision, efficiency, and consistency. In addition to further developing and streamlining our internal organizational systems, this staff member also provides critical support to other Birmingham Audubon staff as needed.

*This is a non-exempt, full-time, salaried position funded, reporting directly to the Executive Director.*

#### **Core responsibilities:**

The Office Manager will be the primary staff member responsible for:

- processing accounting transactions, including but not limited to: billings, accounts payable, bank deposits, online and phone transactions, donations, collections, and cash receipts;
- managing all financial and grants-based accounting deadlines;
- ensuring that all staff understand and comply with budget-management, timekeeping, and expense-reimbursement protocols;
- maintaining consultant contracts and fiscal-management agreements;
- preparing invoices for and tracking all major government grants;
- curating membership/donor databases and managing related correspondence;
- keeping the Birmingham office organized, fully stocked, and running smoothly.

#### **Other responsibilities:**

In addition to his/her core responsibilities, the Office Manager will also:

- assist with integrating and reporting from accounting, timekeeping, and membership/donor systems;
- assist with the development of annual audit protocols and procedures;
- track and assist with the filing of appropriate tax forms;
- maintain positive relationships with members, donors, volunteers, partners, and the public at large;

- handle incoming email and phone communications for the Birmingham office;
- carry out other essential tasks, as assigned.

## **Relationships**

### *Internal*

The Office Manager will:

- report directly to the Executive Director
- work with the Treasurer and President, as well as other board officers and committees, as necessary;
- work with the Outreach & Communication Director, Science & Conservation Director, Partnership & Policy Director, and other staff members on aligned duties.

### *External*

The Office Manager will also interact regularly with:

- vendors;
- external accounting firms;
- professional employment organizations;
- banking representatives;
- financial and grant-management representatives of the State of Alabama;
- National Audubon Society Chapter Services personnel;
- community partners (e.g., the Friends of the Birmingham Botanical Gardens, Jones Valley Teaching Farm, Ruffner Mountain Nature Center);
- the public at large.

## **Basic qualifications**

The Office Manager *must* possess:

- exceptional organizational and time-management skills;
- a *demonstrated* understanding of standard accounting principles and best practices;
- comfort using both Mac and PC operating systems and basic office equipment (e.g., printers, scanners, telephones);
- proficiency with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
- a willingness to learn and master new software platforms and computer techniques, as necessary;
- a commitment to consistency, efficiency, and precision in all workplace efforts;
- an ability to work in both team and partnership settings with a range of personality types;
- a willingness to submit to a background check;
- a valid driver's license and independent means of transportation.

*Preferred* qualifications include:

- a graduate degree in nonprofit management or accounting;
- three-or-more years of experience in database management;
- prior experience working or volunteering at a conservation nonprofit;

## **Physical requirements:**

The Office Manager must be able to:

- carry out a wide variety of physical tasks (e.g., lifting, reaching, bending, pushing, pulling, sitting, walking, typing, driving, standing, speaking) under a variety of conditions, both indoor and outdoor.

*It is the policy of BIRMINGHAM AUDUBON that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, sexual orientation, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.*

As a contractor with the State of Alabama, BIRMINGHAM AUDUBON is required to participate in the federal government's e-Verify program. We can confirm with e-Verify the employment authorization of all newly hired employees and most existing employees through an electronic database maintained by the Social Security Administration and the Department of Homeland Security. The e-Verify process is completed in conjunction with a new hire's completion of the Form I-9, Employment Eligibility Verification, upon commencement of employment. E-Verify is not used as a tool to pre-screen candidates. Visit [www.uscis.gov](http://www.uscis.gov) for more information.

**How to apply:**

Please submit a cover letter, resume, and contact information for three references as a *single PDF document* to [careers@birninghamaudubon.org](mailto:careers@birninghamaudubon.org), subject: "Office Manager."