



www.SelmaCntr.org

Office Manager with Bookkeeping Responsibilities

Department	Administrative
Reports To	Executive Director
Direct Reports	Custodial/Building Maintenance Staff
Employment Classification	Exempt / Full-Time
Rate	Competitive salary + benefits (health, vision, dental, etc.)
Start Date	June 1st
Location	8 Mulberry Rd., Selma, AL

About the SCNTR

The Selma Center for Nonviolence, Truth, and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation that designs, supports and delivers community-based solutions that help transform relationships, advance justice, strengthen local economies, and build thriving neighborhoods to further the vision of the Beloved Community.

About the Position

As the Office Manager with bookkeeping responsibilities, you will be the first point of contact for our organization. Our Office Manager's duties include offering administrative support across the organization. You will welcome guests and greet people who visit our organization. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls. To be successful as an Office Manager, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role requires flexibility. Ultimately, an Office Manager's duties and responsibilities are to ensure the front desk welcomes guests positively, executes all administrative tasks to the highest quality standards and effectively helps the Office run seamlessly and as a team.

In terms of the bookkeeping responsibilities, we are seeking an experienced, knowledgeable, empathetic, and organized individual to be its Office Manager. The Office Manager will report directly to the Executive Director and maintain a close working relationship with members of the SCNTR staff. This position will oversee all financial record keeping in accordance with the Internal Revenue Services (IRS) Standards for Acceptable Accounting Practices and will work closely with the Executive Director to ensure the organization's accounting policies are adhered to by all members of the organizations.

The Office Manager will be onsite to maintain all day-to-day financial records and complete all financial reports including but not limited to, weekly financials, funding reports (private, federal, state, and local), and monthly board reports. The Office Manager will prepare SCNTR's bi-weekly payroll, pay all associated taxes, fees, and invoices for the organization, prepare all checks and/or direct payments, and will prepare the organization for the yearly third-party independent audit in close partnership with the Executive Director, Board Treasurer, Financial consultant and outside accountant.

All SCNTR staff members are trained in MLK's Nonviolence Theory and Beloved Healthy Community Framework. It is the expectation that all SCNTR staff/ Consultants are consistently studying and practicing living a nonviolent lifestyle. You will have the opportunity to be trained. This position offers the right individual an opportunity to impact the future of a vibrant and critical community organization.

Key Responsibilities

- Serves visitors in a warm and friendly manner by greeting, welcoming, and directing them to the appropriate person and office as soon as they arrive at the office and/or answer any questions visitors have. This includes answering the door when locked.
- Notifies staff of visitor arrival through intercom system
- Directs visitors by maintaining employee and department directories.
- Answers, screens, and forwards incoming phone calls in a polite and friendly manner
- Keep detailed and accurate records of visitor requests and of calls received including checking voicemail daily
- Receives deliveries; checks, sorts, and distributes incoming mail daily and sends outgoing mail
- Ensure reception area and all common areas are tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Order, track, and restock supplies including creating and implementing a system of checking out electronics
- Maintain the general office filing system including reviewing, scanning, and filing receipts and attaching relevant invoices, check stubs and other documentation to receipts
- Maintain office security by following safety procedures and controlling access via the reception desk (ex. monitor sign in sheets, etc.)
- Maintains security and telecommunications system by following manufacturer's instructions for our phone and security systems
- Update online calendars and schedule meetings for collective staff meetings as well assisting with the schedule of the Executive Director
- Arrange travel and accommodations for the organization's Executive Director, and prepare mileage and travel receipt documents for the Executive Director as well
- Keep updated records of office expenses and costs including that there is an invoice or receipt for all purchases and payments
- Perform other clerical receptionist duties such as filing, photocopying, and transcribing
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs, including but not limited to sending out agenda for weekly staff meeting and taking minutes during staff meeting
- Create and implement building maintenance and rental plan; supervise staff
- Contributes to team effort by accomplishing related results as needed
- Initial intake for Alternative Break Groups and documenting when checks are received

- Tracking employees daily time as well as annual and sick leave. This includes documenting where employees are when not in the building
- Checking admin and info emails daily and responding appropriately
- Helping or supporting with event planning and execution
- Assistance with correspondence/communications
- Creating and monitoring spreadsheets and other processes as necessary (ex. 1 on 1 sheets)
- Entering Visitor sign in sheets into database as well as sign in sheets for other general events
- Disposing of newspapers after two weeks and archiving articles relevant to the SCNTR
- Maintaining donor list and sending donor letters within a week of receipt
- Running gift shop and keeping inventory of items
- Creating and monitoring a system for checking out/checking in SCNTR library books
- Creating, tracking, and submitting invoices
- Assisting with Board meetings
- Paying bills
- Performing payroll
- Preparing financial reports
- Coding purchases in QuickBooks and related tasks
- Helping to monitor and respond to Executive Director's email daily as appropriate
- Be a productive, flexible, problem-solving oriented, and encouraging team member with a strong commitment to SCNTR's mission and values
- Provide Financial Advice to SCNTR's Financial Management Team as needed
- Ensure all members of SCNTR strictly adhere to the Financial and Accounting Policies set forth by the Board of Directors
- Maintain and track all current financial records in accordance with IRS Standards for Acceptable Accounting Practices
- Produce on-time weekly, monthly, and quarterly financial reports for SCNTR's leadership including the Executive Director, Program Director, and Board of Directors, and funding sources.
- Produce bi-weekly payroll for SCNTR staff including paying of taxes and ensuring proper employee deductions.
- Produce and Pay on-time, all taxes, fees, and invoices associated with the operation of SCNTR
- Assist with onboarding new employees including ensuring that everyone has appropriate insurance and completed forms
- Ensure that leave forms are completed and leave calendered
- Prepare financial records for the yearly third-party independent audit
- Assist the organization in preparing the yearly budget

Requirements

- Proven work experience as an Office Manager, Receptionist, Administrative Assistant or similar role with bookkeeping experience
- Proficiency in Microsoft Office Suite and proficiency in Quickbooks is a plus
- Hands-on experience with office equipment (e.g. copiers, phone system and printers)
- Professional attitude and appearance, as well as a customer service attitude
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills, multitasking, and time-management skills (e.g. the ability to prioritize tasks without guidance)

- Associate Bachelor's degree or higher preferred or 5 years or more of equivalent experience in day-to-day nonprofit financial management and operations, bookkeeping, accounting; additional certification in Office Management is a plus
- Able to type 45 wpm minimum
- Strong telephone skills
- Excellent interpersonal skills including being a good listener
- Punctual with strong attendance history
- A strong background in understanding financial models (forecasting), financial record management, budgeting, audit procedures, and IRS Standards for Acceptable Accounting Practices
- Superior organizational and communication abilities
- Strong attention to details
- Experience with producing standard financial reports (P&Ls and Balance Sheets, Payroll Reports etc)
- Strong understanding of Grant Finance Reporting (Federal, State, Local, Private) and a desire to learn online financial reporting systems
- Experience with producing and managing staff payrolls
- Experience with budget creation and management
- An understanding of the fiscal data analysis necessary for programmatic impact evaluation
- An ability to manage several projects/ requests simultaneously
- Willingness to work in fast-paced environment
- High Proficiency with Outlook, Microsoft Office & Google Suite products
- A commitment to diversity, and respect for differences in race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic background
- Submit to a comprehensive background check, involving a community and law enforcement check
- A valid driver's license, have daily access to a registered and insured vehicle
- Entrepreneurial by nature, self-starter, enjoys being a part of a growing organization
- Must have the ability to work independently
- Ability to work with and manage in a diverse organization with staff that have various skill levels
- A high level of energy and desire to aggressively sustain SCNTR's work
- Willing to work late and on weekends as needed to ensure the success of the overall department and of SCNTR

Core Competencies and Values Alignment

The ideal candidate for this role brings not only professional skill, but a genuine alignment with the heart of this work. We are looking for someone who:

- Embodies humility, active listening, and a willingness to learn from community members
- Approaches communications as an act of organizing; centering relationships, not just reach
- Models and exemplifies the SCNTR's core values in all professional interactions
- Is resourceful, proactive, and capable of exercising sound judgment independently
- Demonstrates an orientation for results and achievement, including comfort with data-informed decision-making
- Operates as a true team player who supports colleagues across all initiatives

All Selma Center staff and consultants must complete 5-day Kingian Nonviolence Conflict Reconciliation, Restorative Justice, and Racial Equity trainings.

Commitment to Selma

The Selma Center is rooted in Selma's civil rights legacy and oriented toward the city's future. Every member of the staff is expected to hold that orientation in their work by showing up with care for residents, respect for partners, and commitment to the long arc of reparative, community-owned development.

Qualified applicants for this life-changing position, please send a cover letter and resume to info@SelmaCNTR.org. Subject: Development Associate.

The Selma Center for Nonviolence, Truth and Reconciliation encourages a diverse work environment and is an equal opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.