



GPCA POSITION DESCRIPTION

Title: Office Manager/Bookkeeper
Reports to: Director of Finance & Administration
Effective: November 2021
Classification: Non-Exempt (Hourly)

Background:

The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children.

Summary:

The Office Manager supports Garfield Park Conservatory Alliance, a non-for-profit organization, in day-to day functioning through general office support, financial management, program and administrative support. The Office Manager maintains a positive working environment through organization and support of team members. Primary duties include administrative support, bookkeeping and payroll. The Office Manager should be a team player and seek ways to enhance Garfield Park Conservatory Alliance through supporting team members and the overall functioning of the Conservatory.

Duties and Responsibilities:

1. Complete financial activities and maintain appropriate financial records.
 - General Bookkeeping Duties including cash handling, accounts payable, journal entries and accounts receivable
 - Complete payroll for Conservatory staff through ADP (twice a month)
 - Assist in Reconciling General Ledger accounts
 - Be a steward for Conservatory funds
 - Manage the purchase order process
 - Perform month-end close task
 - Make Sales-Tax payments for the Gift Shop
 - Preparation for and assistance during financial audits
2. Provide support to office and team.
 - Support daily functioning of building/office

- Maintain relationship and open communication with Janitorial staff and IT servicing company
 - Greet visitors and clients in a positive and professional manner at office and via phone.
 - Monitor and purchase supplies along with organizing supporting and office records
3. Enhance program functions through support and flexibility
 - Assist program staff in obtaining needed information or tools
 - Assist in program activities as appropriate and applicable
 4. Assist with administrative functions to the Conservatory.
 - Assist with companywide communications
 - Assist in organization of/attendance to events, meetings and fundraisers as assigned
 - Assist for quarterly board meetings
 - Organize and maintain HR files in ADP and one drive
 - Assist in Onboarding/Offboarding of staff members
 - Assist with technological needs and access for Conservatory staff
 5. Positively represent Skills to Succeed
 - Uphold Conservatory Values
 - Follow Conservatory policy and procedures
 - Communicate positively and clearly with your supervisor and coworkers
 - Meet established timelines and deadlines
 - Maintain satisfactory attendance to meetings and Conservatory functions
 - Complete duties assigned by supervisor or designee

Qualifications:

- Highly organized team player who is positive and professional
- At least 2 years of experiences as an Office Manager/Bookkeeper
- A minimum of an associate degree in Business Administration
- Strong Computer skills including use of standard Office programs, navigating websites, and Online media
- Experience maintaining financial records, Online QuickBooks required
- Ability to pass criminal/Registry background checks
- Attention to Detail and problem-solving skills
- Excellent time management skills and ability to multitask and prioritize work

Compensation and Benefits:

- Compensation \$20 to \$23 hourly (35-40 hours a week)
- Benefits (Dental, Health and Vision insurance)
- Schedule (M-F)
- Vacation, Sick and PTO

Current Systems in use:

- Process payroll through ADP
- QuickBooks experience
- Bill.Com for processing Accounts Payable
- Donor Perfect
- Safe Save
- Clover
- Xola

To apply, please email your resume and a cover letter to hr@garfieldpark.org. Please no phone calls. Submissions will be reviewed on a rolling basis until the position is filled.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.