



Are you on board?

Office Manager / Bookkeeper

Job Description

Boston Harbor Now is seeking an Office Manager / Bookkeeper to join our growing team. The position will assist with our office operations and provide support to the Director of Finance. This position will perform administrative functions including office management, overseeing accounts receivables and accounts payable, time scheduling, supplies and vendor management, and provide IT and phone support to staff, customers, and partners. This position will report to the Director of Finance & Administration and work closely with the Business Operations Specialist.

Our ideal candidate is a dedicated professional who is able to stay highly organized, multi-task, and help improve systems and processes. This will be a full-time 40 hours/week position with benefits. You will be required to work occasional evenings/weekends.

Responsibilities

Office Manager:

- Book calendar appointments and manage shared resources like rooms, conference call lines, and office equipment for all staff
- Develop, review, and improve administrative systems, policies, and procedures
- Maintain necessary supplies and ensure all equipment works properly and is well maintained
- Plan, schedule, and distribute notices of office events, including meetings, conferences, interviews, orientations, and training sessions
- Collect, organize, and record information with computers and filing systems
- Answer general calls and emails and direct them to appropriate contacts
- Other duties as assigned

Financial:

- Record accounts receivables/payables and vendor contacts in Quickbooks

- Ensure all documentation is properly filed and all invoiced are accurately coded
- Generate invoices for all revenue sources including foundations and federally funded grants and agreements
- Regularly reconcile accounts with staff
- Assist in monthly closings process and annual audits
- Assist with other activities to support the accounting function as requested

Qualifications and Experience

- Associates degree in Accounting required; Bachelor's degree preferred
- Minimum of 2 years accounts payable and accounts receivables experience
- Knowledge of accounting systems required; experience with Quickbooks and nonprofit accounting is a plus
- Familiarity with system and process improvements, human resources, and customer service procedures
- Exceptional organizational skills including time, task, and resource management skills.
- Demonstrated record of meeting deadlines, with strong organizational skills and attention to details. Ability to work well independently and strong communication skills to interact with coworkers, management, and outside vendors
- Strong listening and follow-through skills
- Excellent proficiency with MS Office, particularly Excel and Word, as well as Google Suite

About Boston Harbor Now

Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston's neighborhoods, and protect water-dependent uses. And we build and broaden the constituency for the Harbor by engaging people through diverse programs -- getting them down to the waterfront and out to the Harbor Islands.

In addition to being an Equal Opportunity Employer, Boston Harbor Now aims to create a thriving, inclusive team that values all aspects and perspectives of each member.

How to Apply

To apply please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line "Office Manager/Bookkeeper Application (your last name)" in your email.