



Advocates for Reproductive Education

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Job Description

Office Manager Essential Functions:

- Balance and maintain accurate ledgers
- Match purchase orders with invoices
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses and tally and enter cash receipts
- Pay vendor invoices and track bank account balances
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets--send out to E.D. within 1 week of month end
- Maintain system for bill paying and review monthly for accuracy
- Generate reports within 1 week after fundraising events--include financial tally and list of donors/participants when necessary
- Enroll clients in insurance, check eligibility, process cash payments
- Maintain and update donor list
- Send electronic thank yous for online donations
- Maintain accounting codes and update as needed
- Manage Volunteer schedule for front desk
- Assist ED in developing reports for grants, communicating with community partners and other related tasks

Education, Experience, and Skills:

- Must have excellent interpersonal skills and customer service skills
- Preferred two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate a calculator, computer, and other general office equipment.
- Knowledge of computerized accounting, but must be able to do a manual set of books.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client matters strictly confidential.