



JOB POSTING

Office Manager/Bookkeeper

Washtenaw Literacy was founded in 1971 to provide literacy support, free of charge, to adults in Washtenaw County through a network of trained tutors. Volunteers provide individual and group tutoring in reading, writing, math, and English as a Second Language to help adult learners develop skills and realize their full potential. We believe that literacy is a cornerstone of equity, and that building skills and providing learning opportunities for everyone is essential to creating a diverse and inclusive community.

The Office Manager/Bookkeeper is the on-site face of Washtenaw Literacy. They will anchor the day-to-day office operations, including scheduling participants and volunteers, managing regular bookkeeping transactions including accounts payable/receivable and preparing deposits, and maintaining the donor database and acknowledgments. This position will work in person at our main office approximately 75% of their time, with an option to work remotely for the remaining 25%.

Job Responsibilities include:

- Staffing the front desk including all phone/email/walk-in communications and coordinating all office-related activities.
- Coordinate all agency financial and business transactions including accounts payable, accounts receivable, contract management and bank deposits
- Work with the Development Director to track donations and generate timely acknowledgements
- Oversee agency filing systems, mail processing, and record-keeping.
- Maintain office equipment and supplies
- Provide administrative support to agency staff, and participate in programming and fundraising activities as needed.
- Maintain agency calendars and schedules

Qualifications:

- Associates Degree in accounting or greater preferred. Demonstrated equivalent experience required.
- Previous experience with office management and administrative procedures
- Computer skills and knowledge of office software, familiarity with database management and accounting/bookkeeping software
- Excellent attention to detail with a high level of accuracy.
- Good verbal and written communication skills
- Proactive customer service skills

- Experience working with diverse populations
- Commitment to Diversity, Equity, and Inclusion principles.

Job Title: Office Manager/Bookkeeper
Reports to: Executive Director
Location: Main Office 5577 Whittaker Rd
Currently approx 75% in-person, 25% remote
Status: Full Time, salaried, exempt
Salary Range: \$35,000 - \$40,000
Benefits: Health care, Dental, Retirement match, generous paid time off, and AFLAC elections

Please submit a cover letter & resume together in ONE document with the candidate's last name in the file name to info@washtenawliteracy.org by May 22, 2022.

Washtenaw Literacy is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Washtenaw Literacy also encourages those with criminal histories to apply. Washtenaw Literacy doesn't request information about criminal histories unless and until an offer of employment is extended. Washtenaw Literacy may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.