

Part-Time Office Manager/Bookkeeper

Hiring Organization: The Staten Island Foundation

Website: www.thestatenislandfoundation.org

Staten Island, New York

The Staten Island Foundation (Foundation), a grant maker supporting local nonprofits, seeks an experienced, part-time office manager/bookkeeper to support our program staff. The ideal candidate will have experience with non-profit bookkeeping and administering a small office. The position reports to the Foundation's Executive Director.

The mission of the Foundation is to improve the quality of life on Staten Island, particularly for the least advantaged, with a focus on improving education, health, community services and arts & culture. Strategies to accomplish the mission include financial support; providing leadership for the community; collaboration with grantees, funders, and other entities; and building the capacity of local organizations to better fulfill their missions. The Foundation was created in December 1997 by the former Staten Island Savings Bank when the Bank converted to a public company. In 2006, it became a private foundation focused solely on the needs of Staten Island. Annual giving is over \$3.5 million in grants to about 100 organizations approved at quarterly Board meetings.

This position is in-person and is anticipated to be 20 hours per week. The schedule may be flexible. The office is located in the Bulls Head area and is accessible by public transportation.

The Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Duties and Responsibilities include:

Office Administration:

- Open, sort and screen mail;
- Interface with various service providers and maintain vendor relationships;
- Answer telephone, relay messages, and greet visitors;
- Call-in bi-weekly employee payroll;
- Prepare the Foundation's 403B Plan deduction forms, scan, and email to accountants;
- Make revisions to Employee and Board Manuals as needed;
- Proofread Foundation written material;
- Handle logistics for meetings including preparation of materials for quarterly Board and committee meetings;
- Transcribe recorded minutes of quarterly Board and committee meetings and maintain Minutes Book;
- Prepare applications for Foundation insurance renewal policies and insure timely payments;
- Prepare Foundation's Corporate Annual filing report and pay fees;
- Make quarterly Excise Tax payments using online EFTPS system;
- Perform basic updates to Foundation website and work with website hosts;
- Order office and conference room supplies;
- General management of office equipment;
- Maintain Conference Room calendar;
- Order refreshments for Foundation events as needed;
- Other additional administrative responsibilities as needed.

Bookkeeping and Related Accounting Activities

Verification of invoices when received;
Record and classify payments and bank transfers in coordination with our external accountants;
Prepare invoice cover sheets for invoices and grant requests;
Scan all invoices to be paid and emailed to external accountants;
Update grants payable and compare with accountants records;
Maintain financial files;
Prepare new vendor forms;
Scan payroll reports and email to accountants;
Assist in preparation for the annual audit and quarterly reports.

Skills & Qualifications:

Bachelors degree preferred but strong related experience may be substituted;
5 years of related work experience preferred;
Strong computer skills including proficient use of the Microsoft Office 365 and experience with database management and internet applications;
Ability to multi-task, prioritize, and follow through to manage work effectively and meet deadlines;
Ability to handle confidential information with complete discretion;
Concern for details, accuracy, well-organized;
Excellent interpersonal skill and pleasant phone manner;
Positive attitude and desire to take initiative;
Demonstrable interest in the mission of the Foundation;
Knowledge of Staten Island communities and organizations a plus;
Ability to take initiative and to work independently and collaboratively with small staff, and to manage time efficiently.

Compensation:

Salary range: \$20-30 an hour depending on experience.

To apply for this position, please submit a brief cover letter and resume via electronic mail to info@thestatenislandfoundation.org.