

**Book-keeper/Office Manager**  
**Full-time 35 hours/week**

The Center for Hope and Healing (CHH), is a private not for profit organization dedicated to the healing and empowerment of survivors of rape and sexual assault through counseling, advocacy, and to the prevention of sexual violence through education. We are a multicultural organization with a social justice orientation to the work of eradicating sexual violence.

CHH currently seeks a FT Book-keeper/Office Manager. Reporting to the Executive Director, this position's primary responsibility is ensuring organizational effectiveness and sustainability by supporting the finance and administration functions. The position also has a leadership role in ensuring the day to day operations and functioning of the office, including implementing systems and processes.

**Bookkeeping (QuickBooks knowledge required):**

- Financial administration, including accounts receivable and payables;
- Requests checks from accountant and submit invoices, including electronic billing
- Administration of insurances, contracts and other similar administrative needs;
- Administration of human resources functions, i.e collect timesheets, PTO tracking
- Assist with payroll
- Coordinate reimbursements and petty cash

**Office Manager:**

**Routine office management**

- General office support
- Mail—collect, date stamp and distribute mail
- Track /order supplies
- Catalogue equipment and maintain database
- Troubleshoot and liaison with vendors, i.e phone, copier, IT
- Research and general assistance in grant writing
- Admin support for the Executive Director
- Assist with database for mailings and Donor reporting
- Support communication with the Board of Directors
- Maintain cleanliness and neatness in general office
- Support and troubleshoot IT related issues

**Staff-related**

- Maintain employee records and track time and leave
- Process staff travel and expense reimbursements
- Process volunteer timesheets

- 
- Attend staff meetings

Environment:

- Must be able to work in diverse, mission-driven non-profit organization
- Professionalism, phone etiquette and excellent “customer” service a must
- The successful candidate will build effective and functional office systems and processes

**Qualifications**

- Commitment to social justice and the mission of CHH
- At least 3 years’ experience in bookkeeping and/or financial management
- Strong background and work experience in finance
- Excellent computer skills and proficient in excel, word, outlook, and QuickBooks
- A demonstrated commitment to high professional ethical standards
- Excels at building and implementing systems and processes
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.
- Collaborative work style and commitment to get the job done
- Persuasive with details and facts
- Manages responsibilities and workload effectively
- High comfort level working in a diverse environment
- CORI check

The Salary is commensurate with experience, including a competitive compensation and benefits package.

**Application Process:** Please submit resume, cover letter and reference to [jobs@chhinc.org](mailto:jobs@chhinc.org) No calls please

Position open until filled.