

### **Organization Overview**

At the New Jersey Council for the Humanities (NJCH), the nonprofit partner of the National Endowment for the Humanities for the state of New Jersey, we harness the power of the humanities to strengthen our communities. Our vision is a New Jersey that delights in diversity, appreciates that there are no easy answers, and finds joy and understanding in the humanities. How do we do this? By enabling public programs and humanities experiences that deepen our understanding of ourselves and our world. NJCH is a program provider, partner, convener, and innovator. We work with statewide and community organizations to bring dynamic programming to the local level.

NJCH's mission, impact, and staff and board members listings can be found at <https://njhumanities.org>.

### **Office Manager (Full-time)**

#### **Summary**

Under the direct supervision of the Executive Director, this full-time salaried non-exempt position provides administrative support for fundamental NJCH work. Days and hours of work are Monday through Friday with the option to work remotely two days a week. Wednesdays are a core onsite (*working in the office*) day.\*

*\*Please note that during the COVID-19 pandemic, the office is working entirely remotely*

#### **Essential Functions**

Oversee the day-to-day administration of NJCH, including but not limited to the following responsibilities, activities, and tasks:

- Full-charge bookkeeper; includes managing all payables and receivables, working with Your Part-time Controller (YPTC) on behalf of Executive Director
- Prepares monthly cash needs projections and assists YPTC with NEH draw down requests
- Helps to generate financial, programmatic, and communications reporting
- Monitors procurement process for consultants and major purchases in accordance with NEH Procurement guidelines
- Reviews all vendor and consultant contracts prior to signing by senior management, forwards to legal counsel for review as needed
- Initial point of contact for computer or network systems problems; serves as staff liaison with NJCH's computer and database consultants when required
- Assists Executive Director in administration of personnel policies and procedures, staff reviews, recordkeeping for personnel, and coordination of staff recognition, team-building, and other events
- Serves as primary contact with benefits broker and insurance carriers, troubleshooting problems, conducting annual review of benefits package, requesting alternate proposals when necessary
- Supports the administration of NJCH programs through basic filing, processing applications and reports, and adding information to the database.
- Supports external controller in administration of basic bookkeeping responsibilities such as processing invoices, reimbursements, checks and deposits.
- Supports Development by maintaining donation records, updating NJCH's database, and creating thank you letters.

- Supports organization-wide communication efforts through data entry, curation, and utilization.
- Works independently and within the NJCH team on projects at the request of the Executive Director, which may include planning and coordinating Board Meetings and other events, managing conferences and travel, scheduling appointments with legislators, disseminating information, and coordinating direct mailings.
- Manages facilities and equipment leases and works with vendors to resolve problems and disputes
- Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary.
- Answers incoming phone calls. Takes messages or fields/answers all routine and non-routine questions or redirects the latter as necessary.
- Takes internal organization meeting minutes at staff meetings, board meetings, and occasional board committee meetings.
- Coordinates with vendors and IT service providers and manages office supplies.
- Helps to organize and maintain office space.
- Assists in the annual budgeting process for general office expenses.

### **Competencies/Skills**

- Effective organizational skills and attentiveness to detail so as to enable efficient and effective multi-tasking.
- Ability to work in a deadline-driven environment and handle multiple projects.
- Proficiency in computer skills: Word, Excel, Outlook, PowerPoint, internet, database management systems, and travel and expense systems.
- Excellent written and oral communication skills including superior grammar, spelling, and punctuation that enable the incumbent to work with board members, lawmakers, and other audiences.
- Proven ability to build relationships internally and externally.
- Consistently seeks to improve processes.
- Proven ability to work independently and proactively address issues.
- Ability to exercise discretion and handle confidential information appropriately.
- Demonstrated ability to serve as a key administrative resource including the ability to research inquiries and provide accurate and timely responses.
- Ability to work well under pressure with accuracy and efficiency.

### **Education and Experience**

- *Required:* Bachelor's or Associate's degree with 3-5 years of relevant administrative and bookkeeping experience. Advanced level of proficiency in Microsoft Office Suite.
- *Desired:*
  - Experience with QuickBooks Online or other accounting software, Bill.com or other bill payment software
  - Experience managing IT/database systems.

### **AAP/EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change from time to time based on business and organizational needs.

**Travel**

Minimal, in-state travel is expected for this position.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

**To Apply**

To apply, please send a cover letter describing your interest in the position and relevant experience to it, as well as a resume and list of three references with contact information to [careers@njhumanities.org](mailto:careers@njhumanities.org).