

JOB DESCRIPTION FOR THE POSITION OF OFFICE MANAGER/ BOOKKEEPER

Gesell Institute of Human Development, Inc.

310 Prospect Street
New Haven, Connecticut 06511

Summary

The Bookkeeper/Office Manager reports to the Executive Director, is responsible for maintaining the financial records of the Institute; oversees the sales, invoicing, and distribution of publications; and recruits workshop sites along with the scheduling and supporting of workshops and seminars.

Essential Duties and Responsibilities

- Use standard accounting and bookkeeping procedures to keep an accurate continuous record of the cash and financial position of the Institute.
- Prepare a monthly operating statement for the Executive Director and periodic statements as requested for the Board of Directors (the "Board").
- Provide a monthly report of revenues and expenditures for the use the Executive Director, individuals responsible for selected cost centers and the Treasurer of the Board.
- Process receipts and expenses in compliance with all laws applicable to the Institute's business operations.
- Work with the Executive Director to prepare the annual budget.
- In consultation with the Executive Director schedule and coordinate an annual audit of the Institute's financial records and financial positions.
- Receive and process and ship all orders for sale by the Institute.
- Maintain all inventory and order supplies as needed.
- Recruit suitable school/public sites for Gesell workshops and develop relationships with school personnel.
- Schedule Gesell Advertised and District Sponsored workshops and other seminars.
- Market and/or up-sell additional items during all phone conversations with customers.
- Provide various administrative assistant services for the Executive Director.
- Perform other duties as assigned by the Executive Director.
- Support the Institute and its leadership.

Preferred Experience and Qualifications

- An Associate's degree or higher, preferably in accounting or business management.
- Minimum of five (5) years of accounting for some or all the business operations of a \$1 million dollar or larger entity, preferably in a not-for-profit setting.

Required Skills and Abilities

- Well-developed computer skills, must know QuickBooks and Microsoft's Office.
- Disposition for accuracy and detail.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and be a team player.

Work Environment and Expectations

- Must be able to ascend and descend stairs.
- Must be able to lift heavy boxes (30#).
- Continue training and upgrading skills through seminars, workshops and/or conferences.
- Undertake special projects and assignments as directed.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job, unless said accommodations would impose an undue hardship on the Institute. The Gesell Institute of Human Development is an equal opportunity employer.

General Pay and Contract Provisions

- Contract Terms and Hours – September 1st through ensuing August 31st; 40 hours per week; paid vacations and holidays.
- Fringe Benefits – Eligible for all benefits available to full-time employees, as described in the Institute's *Personnel Manual*, as amended from time to time.
- Salary – competitive and commensurate with experience.

Submit Resume and Cover Letter to above address or to info@gesellinstitute.org