

Friends Meeting at Cambridge
5 Longfellow Park
Cambridge, MA 02138
www.fmcquaker.org

Office Manager Job Summary

Experienced in all aspects of managing a small office. This is a key position in terms of FMC's efficient functioning as an organization, creating welcoming environment for our community, and -- in cooperation with FMC committees -- ensuring our compliance with regulations and policies around personnel, insurance, confidentiality and other systems.

Main responsibilities will include:

- Maintaining confidential records related to finances, personnel, and other meeting files
- Updating membership database
- Collaborating with the Facilities Manager to schedule FMC events and maintain up-to-date calendar
- Ensuring operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Assisting staff and volunteers in preparation and distribution of publications and community-wide communications as needed
- Coordinating new employee enrollment in benefits programs
- Entering data, producing financial reports, paying vendors, and completing other bookkeeping tasks in QuickBooks
- Managing organization of office space shared by FMC staff, volunteers and members
- Creating a welcoming environment by greeting guests, responding to phone and email inquiries, and keeping bulletin boards and literature racks up-to-date
- Assisting with other projects as needed

Ideal Characteristics include:

- Strong organizational and communication skills
- Attention to detail
- Computer proficiency in Microsoft Word and Excel
- Experience with bookkeeping is required, and QuickBooks or other accounting software is strongly preferred
- Database proficiency
- Significant office administration experience
- Ease with interacting with people and functioning as part of a team
- Interest in serving a vibrant Quaker community