



Operations Manager Position Job Description

Operations Manager:

The North Salem Open Land Foundation, Inc. seeks an organized, team-oriented person for a new part-time position for administrative operations and bookkeeping responsibilities. The position provides essential support for the day-to-day operations of the organization, while minimizing the time spent by the Executive Director on administrative functions. The position reports to the Executive Director.

About the Organization:

North Salem Open Land Foundation, Inc. is a 501(c)(3) organization located in North Salem, NY, in Westchester County. Our mission is dedicated to preserving the character and natural beauty of the town of North Salem, NY and the area around it by establishing land areas free from exploitation, development, and deterioration and by maintaining the environmental and ecological integrity of the area.

Responsibilities:

- Provide administrative support for the Executive Director including scheduling meetings, sending out agendas and meeting recaps, picking up mail, and day to day support for the organization.
- Using QuickBooks, oversee the processing of all accounts payable, accounts receivable and track all income.
- Reconcile bank accounts and fundraising income with accounting data monthly and provide reports to the Executive Director.
- Prepares and processes payroll and maintains all associated records.
- Assists in the preparation of grant budgets and the annual operating budget.
- Prepare 1099s for all vendors.
- Provide office management responsibilities to include maintaining inventory and ordering office supplies, tracking prices for supplies and equipment and establishing not-for-profit status with vendors.
- Serves as primary point of contact for vendors and office property.
- Maintain office-wide accounts for purchasing software and technology.
- Work with IT company to ensure IT systems are secure, compatible, integrated and aligned with the needs of the organization.
- Assist the Director of Communications in transitioning our donor software from eTapestry to Little Green Light and assist in the maintenance of Little Green Light going forward.
- Related duties as may be assigned.

Required Qualifications and Skills:

- College degree in accounting or business preferred, but other degrees considered.
- Proficient in QuickBooks, Microsoft Excel.
- Experience in bookkeeping/accounting.
- Experience in eTapestry and/or Little Green Light donor software.
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail in an energetic work environment.
- Ability to work independently as well as in an office environment.
- Ability to prioritize multiple tasks to meet deadlines.
- Valid driver's license.

Position Details:

- Part-time, non-exempt position requiring approximately 20 hours per week.
- This is an on-site position in our North Salem office. Some remote work may be considered depending upon the needs of the organization.
- Hourly pay rates are commensurate with experience and range from \$25-\$32 per hour.
- 7 days of personal time off after 3 months of employment.

Procedure for Applying:

- Submit a cover letter and resume to John Baker, Executive Director at john@nsolf.org. Please include the names and contact information of three professional references.
- Please indicate the approximate date that you will be available to begin work.
- Applications are accepted until position is filled.

North Salem Open Land Foundation, Inc. is an equal opportunity employer and does not discriminate against persons based on race, religion, nation origin, sexual orientation, gender, marital status, age, disability, veteran status or any other status protected by law.