

OFFICE MANAGER

Our client, **The Watch Hill Conservancy** (“the Conservancy”), is currently seeking an experienced **Office Manager** to join its growing organization. The position is based in **Watch Hill**, a seaside fire district of **Westerly, Rhode Island**.

MISSION

The Conservancy was established in 1999, and its mission is to conserve, enhance and maintain the natural, scenic and historic values of Watch Hill and Little Narragansett Bay. To achieve this mission, the Conservancy informs the public about the importance of Watch Hill’s natural environment, helps maintain the historic character of its built environment, and showcases its cultural values through educational programs, lectures, and presentations.

POSITION SUMMARY

The Office Manager (OM) will play a vital role in overseeing all administrative functions of The Watch Hill Conservancy to ensure its smooth and efficient functioning. This includes bookkeeping, electronic and print communications, data systems, event scheduling and management and facilitating communications with and supporting the Executive Director, Board of Directors, and key stakeholders. The OM reports to the Executive Director of The Watch Hill Conservancy and its Board of Directors.

RESPONSIBILITIES

- Maintain the organization’s financial and membership **data systems**.
- Manage **payroll** for permanent staff, seasonal staff, and contractors and assist with onboarding of new employees.
- Oversee and process all invoicing, payment of bills, expense reporting, and budgeting/reconciliation of accounts, and assist in precreation of financial reports for Board of Directors meetings.
- Oversee **purchasing** of supplies, services, and equipment.
- Act as liaison with IT support contractor to manage and maintain **IT infrastructure**, e.g., computers, software, internet connectivity, security systems, credentials, and cloud-based shared storage services. Ensure data systems and databases are operational, maintained, and secure. Keep website up to date.
- Work with the Executive Director to manage **insurance** needs of the organization.
- Assist in preparation of **budgets** and 990 tax filings.
- Provide **financial, membership, programming, and other requested reports** to the Executive Director and Board of Directors.
- Assist the Executive Director in **communications** for the WHC, including web-based, electronic, print, and possibly social media.
- **Assist Executive Director** in implementing programs, events, fund-raising activities, and internal/external meetings.

- Work with the Executive Director to assess, and if requested, adjust the WHC **administrative system/s** to be as effective, timely, efficient, and comprehensive as possible.
- Assist in preparation of **grant applications**, progress reports, and final reports.
- Assist in development of **graphic materials** for electronic and printed communications.

YOUR EXPERTISE

- 3-5 + years of experience supporting office operations.
- Demonstrated experience and accomplishment in bookkeeping, budget management, and payroll systems management.
- Successful management of organizational finances and operational budgets.
- Strong attention to detail and timeliness, along with strong writing and public speaking skills.
- Excellent communicator with strong writing, and proficiency in overseeing print and electronic communications including website management.
- Experience with Microsoft Office 365 suite, Quickbooks and donor management data systems such as Bloomerang.
- Familiarity with Westerly and the Rhode Island and Connecticut conservation communities a plus.

COMPENSATION: This is a full-time position. Salary range is \$60,000 - \$65,000 and is commensurate with experience. The WHC participates in the Rhode Island Health Insurance Exchange, HealthSource RI.

INTERESTED?

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you immediately. Please forward your resume to mkolev@operationsinc.com.

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