Friends of Peace Valley Nature Center
170 N. Chapman Road
Doylestown, PA 18901

Job Description

POSITION: Office Manager

ACCOUNTABLE TO: Director, Peace Valley Nature Center (PVNC) and Friends of Peace Valley Nature Center Board

POSITION SUMMARY: The Office Manager serves the mission and vision of PVNC by providing for the administration functions of the office including financial, clerical, and registrar duties and serving as an effective communicator with the public and the guests we serve.

SPECIFIC RESPONSIBILITIES:

Administration:
1. Serve as membership coordinator including regular correspondence concerning new, renewing and expired members.
2. Operate digital database systems including Neon CRM and Quickbooks to ensure integrity of information related to all Friends of PVNC staff, guests, and donors.
3. Manage donor information and coordinate acknowledgement processes including contributing to writing and connecting directly with donors.
4. Assist with the purchase of supplies for educational programs, events, and facilities as needed.
5. Maintain and ensure confidentiality of all records of Friends of PVNC business operations.
6. Assist with communication for PVNC including answering phones, greeting on-site visitors, and answering emails.
7. Other tasks as needed.

Financial:
1. Record and properly allocate all financial income for Friends of PVNC.
2. Keep records of and pay expenses as necessary including taxes.
3. Manage use of and payment for credit cards, lines of credit, and other liability accounts.
4. Maintain and manage use of all investment accounts.
5. Maintain payroll system and ensure timely pay of employees.
6. Produce financial reports for Directors and Board monthly and as needed.
7. Prepare materials for yearly audit and work as main point of contact with accounting firm. Coordinate with outside accounting firm to complete annual federal and state filings.
8. Complete invoices for visiting group programs in conjunction with the other Nature Center staff.
9. Reconcile Store cash till on a weekly basis.
10. Complete physical bank deposits as required.
11. Maintain a current list of Friends of PVNC employees for payroll.
Registration:
1. Manage the use of Neon CRM registration software including summer camp, education programs and fundraising events.
2. Manage payments and maintain records of registration for participants.
3. Work with donors to ensure proper allocations of sponsorships/funding.
4. Effectively communicate with parents about the summer camp registration process including gathering information for registrations.
5. Assist with check-in and check-out processes for summer and other programs as needed.
6. Manage payments and maintain records of rental facilities.

QUALIFICATIONS:
Required
1. High school diploma or equivalent.
2. Demonstrated ability to work and communicate in a positive, growth-centered way with staff and volunteers, guests, families, donors, board members and the general public.
3. A commitment to the care and confidentiality of information.
4. An understanding of administrative software programs and ability to utilize established database systems.
5. Self-motivated with the ability to work individually and in a team-environment.
6. Good time management skills.
7. Must pass Pennsylvania background check to work with children.
8. Full COVID vaccination is required.

Desired
1. 2-3 years experience with bookkeeping
2. Quickbooks knowledge
3. Neon CRM (or other data base) knowledge
4. Microsoft Suite (Excel, Word, Powerpoint) knowledge

SCHEDULE:
Hours: Part-time (32 hours per week)
Tuesday – Friday, with occasional weekends and evenings as necessary

FUNCTIONAL REQUIREMENTS:
Physical Demands:
Balancing, Standing, Turning, Seeing, Mobility, Stooping, Crouching, Kneeling, Sitting, Reaching, Color Vision, Pushing, Pulling, Talking, Hearing, Depth Perception

Lifting and Carrying: Medium (25-50 lbs)

Aptitudes:
Motor coordination, Finger dexterity, Computer/VDT ability, Clerical perception, Problem solving, Working speed (ex. Wpm), Manual dexterity, General learning ability
Environmental Conditions: Indoor conditions, Temperature changes, Humid conditions, Inclement weather conditions, Extreme heat, Wet conditions, Noise and vibration

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature:_______________________________________________  Date:________________