

# Office Manager

## DESCRIPTION

We are looking for a responsible and efficient Office Manager to perform a variety of administrative and accounting related tasks. This position reports directly to the Executive Director and is a great opportunity for an autonomous self-starter to thrive in a fast-paced work environment.

## RESPONSIBILITIES

- Research and data modeling for new and currently existing business initiatives and projects.
- Using various software, including word processors and spreadsheets.
- Handling new community member inquiries and assisting.
- Research public and private grant agencies and foundations to identify other sources of funding.
- In partnership with the Executive Director and the Board of Directors, develop, implement, and monitor long range financial strategic plans.
- Work closely with and mentor the Funds Allocation Committee Coordinator.
- Gather data, prepare, monitor, and recommend expenditures for the annual budget.
- Attend Board of Directors meetings and prepare documentation packets for the Board of Directors.
- Attend all Finance Committee meetings.
- Provide general administrative support to the Executive Director and organization.
- Keen ability to work autonomously and manage multiple tasks on a continuous basis.
- Must be a self-starter.

## QUALIFICATIONS

- Associates Degree from an accredited college or university preferred and/or at least five (5) years of experience and/or training in non-profit finance management.
- Familiarity with business concepts.
- Prior experience at a Legal, Media or an eCommerce company a major plus.
- Familiarity with Microsoft Office Suite and QuickBooks required.
- Donation tracking system knowledge is a plus.
- Familiarity with bookkeeping, business tax responsibilities, and general accounting a plus.
- Proficient in typing with a minimum of 55 WPM.
- New Mexico Driver's License required.
- Ability to perform all tasks and responsibilities with no direct supervision.
- Ability to provide excellent Customer Service skills.

## COMPENSATION

This is a full-time hourly position. Salary range is \$28,000-\$34,000 and will commensurate with qualifications and experience.

## BENEFITS

- Paid Time Off.

## HOW TO APPLY

Applications may be obtained at [www.LetsThriveNM.org](http://www.LetsThriveNM.org) or at 1601 E. 10<sup>th</sup> Street in Alamogordo. Applicants should submit a cover letter and resume to [pr@letsthrevenm.org](mailto:pr@letsthrevenm.org) with "Office Manager" in the subject line or mail to PO Box 14, Alamogordo, NM 88311.



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_