Organization Overview: Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR’s mission is to advance inclusive sustainable development anchored in manufacturing. MR operates through two program areas: 1) Career Pathway Services: expose, inspire, train, and prepare youth for career track jobs in manufacturing; 2) Manufacturing Ecosystem Services: expand the coalitions, technical assistance supports and policies that support manufacturing-related programs that advance scalable, sustainable development.

Position Description: Work with MR’s Senior Management Team to help the core operations of the organization run smoothly towards helping MR work towards our mission. The Office Manager will maintain office services by organizing office operations and procedures, preparing payroll, bookkeeping, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Office Management:
   a. Oversee and support all administrative duties in the office and ensure that office is operating smoothly
   b. Receive and sort incoming mail and deliveries, and manage outgoing mail
   c. Develop office policies and procedures, and ensure they are implemented appropriately
   d. Assist with office layout planning and office furniture and supply needs,
   e. Managing and maintaining IT infrastructure
   f. Identify opportunities for process and office management improvements, and design and implement new systems
   g. Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
   h. Provide research, support and coordination of vendor and supplier purchases and performance such as design, publication and printing, professional services, promotional and related materials.

2. Bookkeeping:
   a. Payroll: Use timesheets to update payroll journal entry, insurance invoices, maintain staff personal files and all required tax reporting, and unemployment.
b. Credit Card Reports: Export monthly credit card statements by staff member, collect receipts, enter journal entry into FundEZ system.
c. Update journal entries monthly and reconcile bank account.
d. Run monthly reports: Run monthly YTD, P&L by date and segment for review by senior management.
e. Prepare monthly funder invoices and reports.
f. Run monthly program reports and review with senior staff.
g. Issue checks in payment of approved check request forms.
h. Post vendor invoices and expense reimbursements to the appropriate expense accounts. Maintain agency’s vendor files and contact with vendors to ensure accurate delivery of services provided to the organization.
i. Support end of year file management and preparation of files for new fiscal year.
j. Prepare and record checks for deposit.

QUALIFICATIONS

- Bachelor’s degree required. Successfully completed coursework in business administration, bookkeeping/accounting highly preferred.
- 2-5 years prior relevant experience, non-profit experience required.
- Proficient using Microsoft office products.
- Exceptional attention to detail.
- Strong written, oral, and interpersonal communication skills.
- Able to prioritize tasks, take initiative, work, and learn independently.
- Must be flexible and able to manage several projects simultaneously.
- Proven team member

Apply to Erica Staley, Executive Director, estaley@mfgren.org