



Job Description: Bookkeeper and Office Manager Assistant
Reports to: Finance Operations Manager
Date Revised: 11/29/23
Starting Salary Range: \$45,000-\$50,000
Office: 3411 W. Diversey Ave., Chicago, IL 60647, in-person office hours required most days, some remote work possible after adjustment period.
Classification: Full-time, exempt, permanent position
Benefits: MR currently pays for 85% of the premiums for company provided health insurance, and 70% for added premiums of family members; Dental; Life/disability insurance; 401(k)

To Apply: Send resume to Rose Mojica, rmojica@mfgren.org

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 and young adults 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 inclusive, scalable, sustainable development. We are a small but growing organization looking for purpose-driven professionals who wish to grow with us.

Position Description: This role will provide bookkeeping and office management support to help the core operations of the organization run smoothly towards helping MR work towards our mission. The main objective is to assist in organizing and maintaining accounting records. The successful candidate for this position will also have interest and experience to maintain office services by assisting the organizing office operations and procedures, preparing payroll, controlling correspondence, managing filing systems, reviewing supply requisitions, and providing clerical and administrative support for MR staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Bookkeeping:
 - a. Issue checks in payment of approved check request forms. Review check request forms along with support (receipts or invoices) for compliance with organizational financial policies.
 - b. Post vendor invoices and expense reimbursements to the appropriate expense accounts. Maintain agency's vendor files. Update vendor profiles in Fund-EZ Accounting Software.
 - c. Assist in the preparation of monthly funder invoices and reports.
 - d. Payroll: Use timesheets to update payroll journal entry, insurance invoices, maintain staff personal files and all required tax reporting, and unemployment.
 - e. Credit Card Reports: Export monthly credit card statements by staff member, collect receipts, enter journal entry into FundEZ system.
 - f. Update journal entries monthly and reconcile bank account.
 - g. Support end of year file management and preparation of files for new fiscal year. At the end of the fiscal year all expense and revenue files must be transferred into a separate filing area and new files must be created for the new fiscal year.

- h. Prepare and record checks for deposit. Prepare checks for deposit by creating a report of each deposit and delivering the deposit to the bank. Record receipts in Fund-EZ to appropriate revenue accounts.
 - i. Assist with annual audits.
2. Office Management:
- a. 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. Support the development of office policies and procedures, and ensure they are implemented appropriately. Identify opportunities for process and office management improvements.
 - d. Assist with office layout planning and office furniture and supply needs.
 - e. Support the maintenance of IT infrastructure, including laptop inventory.
 - f. Provide other administrative support as necessary, including scheduling group meetings, supporting meeting and event logistics.
 - g. Provide research, support and coordination of vendor and supplier purchases and performance such as design, publication and printing, professional services, promotional and related materials.

QUALIFICATIONS

- Minimum High School diploma, some college or associate degree preferred.
- 1-2 years prior office work experience required.
- 1-2 years of bookkeeping/accounting experience required.
- Familiarity with Fund-EZ highly preferred, experience with any accounting software required.
- 2-5 years prior relevant experience, non-profit experience required.
- Proficient using Microsoft office products.
- High level of discretion in dealing with confidential materials.
- 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.