

Part-time Office Manager Position Opening (2/2022)

NVC Office Manager

The Northport Village Corporation is seeking an individual to serve as its Office Manager. The office location is in the Town of Northport, in the Village of Bayside. The successful office manager is an energetic individual who is able to handle a wide range of administrative duties, is well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people and can work independently with little or no supervision.

The Office Manager serves as a primary point of contact for the Village, manages a range of office and financial activities while working with other Village staff as well as elected officials and volunteers within the community. The Office Manager reports to the NVC President and Board of Overseers. The position is a year-round, part-time hourly position of roughly 10-12 hours per week with a competitive rate of pay with some flexibility on the hours based on the actual office requirements.

Job Responsibilities

- Organize and coordinate office administration and procedures to ensure organizational effectiveness and efficiency,
- Track incoming funds, including tax receipt information from the Town of Northport and receipts from utilities' customers. Provide necessary information to external accounting firm to ensure appropriate records are maintained.
- Work with Office Assistant support to manage monthly bill paying process, including: reviewing, coding and approving invoices; ensuring external accounting firm has information needed to process the bills; review monthly authorization for bill payments (warrants).
- Work with Office Assistant to file documents both physically and electronically.
- Supervise part-time Office Assistant.
- Manage online payroll processes and run payroll reports as needed.
- Provide administrative support to the Utilities Superintendent, Village Agent, President, Treasurer and Overseers of the NVC.
- Produce required notices to the community, including the utilities' customers.
- Manage insurance renewals.
- Prepare for and assist with our annual audit.
- Support Overseers in the production of the NVC annual report
- Additional preferred activities include:
 - Generate and review monthly financial reports.
 - Review monthly reports for accuracy and comparison with the annual budget.
 - Work with Overseers to track individual area budgets.
- Other duties as may be assigned.

Qualifications

- Strong organizational skills.
- Clear communication skills, including writing and math skills.
- Strong computer skills, including using online tools including G-suite (email, online storage, etc.) or similar systems; proficiency in Microsoft Office applications including Excel and Word or similar online applications.
- High School Diploma: some college, an undergraduate degree or equivalent experience preferred.
- General understanding of accounting and bookkeeping, including ability to generate reports from online bookkeeping programs is preferred.

Competitive starting wage, negotiable based upon experience.

Working Conditions

The position part-time with regular hours Monday – Friday with periodic weekend work to attend budget workshops and monthly Sunday Overseers' meetings. The position is in-person, based in the Village office. Candidate must have the ability to lift and carry 20 pounds and the ability to work at a computer, using a keyboard and mouse as part of the work environment. Candidate must be eligible to work in the U.S.

Please submit a resume and a cover letter to president@nvcmaine.org. Cover letter should indicate your interest in the position, compensation requirements and availability.