



## Office Manager

**The Volunteer Center of Washington County is hiring!**

We're a mission-driven organization that is all about empowering people for social good in Washington County. We're looking for someone extraordinary to aid our mission and further our cause.

The Office Manager is a full-time position with big impact... this person will be the glue that holds everything together!

Here's the type of personality we're looking for:

- Must be a self-starter (we're a small group that has a huge impact, anything but highly driven will not do well here).
- Must be very good with people...if you're energized by helping people then this is the position for you.
- Willing to serve. Our organization is all about serving local non-profits and that mindset is a part of our corporate DNA. If you believe that no job is beneath you, and you enjoy pitching in wherever you can, that's what we're looking for.
- A "do whatever it takes," make no excuses attitude...it's just kind of our thing.
- Must be highly organized with an acute attention to detail!

Technically, here's what you'll already need to know and be able to do in order to be successful at this position:

- Must have excellent skills with Google and Microsoft products
- Experience managing databases and/or technology systems
- Bookkeeping experience (Quickbooks) is strongly preferred
- Ability to process accounts payable, keep accurate bank reconciliations and make deposits
- Assist Executive Director with donor relations
- Assist with internal volunteer management
- Assist Executive Director with other tasks as assigned (research, special events, etc.)

If you're looking for an opportunity that's not just a career, but a mission, please kindly submit your resume here:

[www.volunteernow.net/hiring](http://www.volunteernow.net/hiring)