

Office Manager



The **Office Manager** will report to the **President & CEO**

Position Overview

The ideal candidate will have strong accounting skills and be proficient in QuickBooks and Microsoft Office. This position manages the organization's financial records, ensuring accuracy, compliance, and timely reporting.

The Office Manager also coordinates all office activities, including management of information, office equipment, supplies, and supports the day-to-day operations of the organization. This position works with the entire staff at many different levels to ensure the efficiency of all positions.

Key Responsibilities and Duties:

- Serve as organization's bookkeeper
- Maintain accurate financial records in QuickBooks, including A/P, A/R, payroll, and general ledger entries
- Payroll processing and reporting
- Prepare and issue customer invoices
- Process bills, employee reimbursements, and company credit card transactions
- Reconcile bank accounts and credit card statements monthly
- Prepare and record bank deposits
- Generate financial reports including profit & loss statements and balance sheets
- Organize and maintain digital and paper records
- Collaborate with management and external accountants as needed
- Supervise part-time Office Assistant
- Maintain and provide ongoing updates for team accounting for all Special Olympics Wyoming teams
- Prepare organization for annual audit
- Lead the reporting of donated goods and services

Additional Duties:

- Assist with data entry including athlete registration, volunteer background checks, donor gifts, and acknowledgements
- Maintain inventory of all equipment and materials
- Coordinate the purchase and maintenance of office equipment and supplies
- Provide onsite support at SOWY fundraising events and competitions as directed
- Answer phones and greet visitors
- Understand and share the Special Olympics Mission Statement
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program
- Perform other duties as assigned

Qualifications:

- Proven experience as a bookkeeper or in a similar role
- **Proficiency with QuickBooks Desktop preferred**
- **Proficiency with Microsoft Office Suite, with advanced knowledge of Microsoft Excel**
- Strong understanding of accounting principles and practices
- Must be a self-starter and driven
- High attention to detail and accuracy
- Excellent organizational and time-management skills
- Basic understanding of Human Resource policies and procedures
- Ability to work independently and handle sensitive information confidentially
- High school diploma or equivalent required; associate or bachelor's degree in accounting or related field preferred

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Requirements:

- Position is full-time, hourly (40 hours per week). The typical office schedule is Monday through Friday, 7 am-4 pm and occasionally will be adjusted to include evening and/or weekend hours during event weeks.
- Physical Demands: Position requires both standing and sitting. Must be able to lift and carry light loads (10-30 pounds).

TO APPLY: Please submit resume and cover letter to Jennifer Haines, President & CEO, by email to ceo@specialolympicswy.org detailing why you would like to work for Special Olympics Wyoming. Applications will be reviewed as they are received. Inquiries may be directed to Jen at (307) 235-3062.

20

About the position:

This position is a non-exempt, full-time hourly position and is eligible for overtime. Starting hourly range is \$20-\$24.50 per hour, DOE. Position based at the Casper, WY office. The position offers health and dental insurance for employee; company pays 75% of premium. Retirement plan match of up to 3% available after 90 days. Additional benefits include paid vacation, personal, holiday, and sick leave.

Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Wyoming as we strive to promote unity and create a world where everyone belongs. We value, celebrate, and respect all differences, backgrounds and perspectives and understand that greater inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.