



Office Manager, Libraries Online, Inc.

Libraries Online, Inc. (LION), is looking for a skilled office manager to oversee the daily operations of a Middletown, CT-based not-for-profit 501(c)(3) member organization founded in 1982. The office manager provides fiscal oversight of the organization, supports the smooth functioning of the office, and manages a variety of administrative tasks. LION encourages candidates with exceptional organizational and communications skills to apply.

At LION, our team is committed to supporting the mission and goals of its 31 member libraries. LION is proud of its dynamic and supportive workplace, which is grounded in professionalism, integrity, and openness. LION prizes a balance between independent initiative and teamwork, and fosters an environment that encourages innovation and job satisfaction. LION believes in diversity, equity, and inclusion, and is committed to being a welcoming workplace for all.

Office Manager Job Responsibilities

- Receive and direct all incoming communications received by LION.
- Perform all LION accounting and bookkeeping tasks, including: bank deposits, transfer funds, reconcile bank statements, write checks, maintain general ledger, maintain accounts payable and receivable, receive and verify vendor invoices, prepare invoices, prepare record of annual audit.
- Manage and prepare payroll and employee benefits, including employee time off, health benefits, disability & life insurance and TIAA contributions & reconciliation.
- Maintain LION fixed assets ledger and insurance lists including insurance audits.
- Prepare/draft monthly Treasurer's Report.
- Prepare reports and track postage for overdue notices.
- Process & reconcile member patron fines.
- Maintain all LION general office and personnel files.
- Provide administrative support and perform general office work.
- Manage LION's office supplies, office equipment and phone system.
- Provide barcode tracking and ordering for member libraries.
- Perform inventory tracking and depreciation schedules.
- Receive and track travel expenses.
- Update and maintain the LION webpage.
- Assist with purchasing and tracking member sales equipment.
- Perform other duties as assigned.

Office Manager Qualifications and Skills

Bachelor's degree program in business administration or related field, plus two to four years' experience in similar position. Experience with accounting, proficiency in Excel and QuickBooks, and a history of managing vendor relations required.

Work Hours, Salary Range, and Benefits

This is a forty-hour a week hybrid position. The salary range is \$65,000 - \$70,000 a year. The position includes health insurance, a retirement plan, and paid time off.

The start date is October 1, 2024. Applications will be accepted until the position is filled. Interested applicants should send a cover letter and resume to jfarara@lioninc.org.