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## **Friends of the Teton River is Seeking a Part Time Office Manager**

Friends of the Teton River (FTR) has a rare opening to join our close-knit, hard-working, non-profit work “family”. The mission of FTR is to restore and conserve the Teton River Watershed, ensuring a lasting legacy of clean water, healthy streams, and a vibrant wild fishery. We implement programs and projects founded on sound science, community education, and cooperation with landowners, citizens, and agency partners.

Reporting to the Executive Director, the Office Manager works closely with all members of the FTR staff team, Board of Directors, and membership. The primary function of this position is to manage the day-to-day operations and finances, and support the programs that make FTR’s mission-driven work possible. You will be a highly valued member of a high functioning, collaborative, creative work team.

Because this position balances a variety of responsibilities, a high degree of initiative and attention to detail, a professional attitude, and flexibility are required. The ideal candidate will have an understanding of non-profit administration and bookkeeping principles, a high degree of computer proficiency, and a commitment to service.

Schedule: This a 30 hour per week position, Monday through Friday during regular office hours. Occasional evening and weekend work is required for special events.

Compensation: Starting salary is dependent upon experience, within the range of \$30-32,000 per year for this part time position. Benefits include generous paid time off, employer-provided health insurance, matching contribution to retirement, and a flexible work schedule and environment.

### **Essential Functions:**

#### ***Administration***

- Serve as a welcoming, highly professional first point of contact for the organization
- Maintain organizational files and documents (both physically and electronically) in accordance with FTR policies and non-profit best management practices
- Monitor and manage personnel files and employee benefits, and administer plans as needed

- Coordinate with IT support personnel to provide for maintenance, repair, and replacement of office equipment and computer hardware/software systems, and to seek out technology that supports the organization
- Ensure the inventory of office supplies and printed materials is maintained
- Prepare for and support meetings by setting up technology, recording minutes/notes, and electronically filing/distributing meeting materials
- Schedule maintenance, repair, storage, and replacement of FTR vehicle/boat fleet
- Perform other general administrative and program support tasks as needed

### ***Bookkeeping/Financial Record Keeping***

- Use QuickBooks/other software to input data, so that outside accountant/bookkeeper can prepare general ledger, reconcile accounts, prepare financial reports, and prepare federal and state taxes.
- Process vendor invoices for payment based on management approval
- Process receipts and make bank deposits
- Prepare and process biweekly payroll
- Investigate reconciling items as necessary
- Work with Grants and Communications Director and program directors to track grant expenditures, prepare and submit grant invoices, and coordinate submission of grant reports

### ***Donor Relations and Database management***

- Work with Director of Philanthropy to process all donations in an accurate and timely manner and ensure all donations are captured and acknowledged appropriately
- Fully utilize relationship management software (Little Green Light) to maintain accurate records of constituents and donations
- Communicate professionally and promptly with donors, including producing and sending acknowledgement letters

### ***Communications***

- Assist with donor communications, including appeal and thank you letters
- Assist with print and electronic newsletters
- Coordinate bulk mailings
- Update and maintain an accurate communication database and organizational archives

### **Qualifications:**

- Must be an enthusiastic, efficient, creative, flexible, adaptable self-starter with excellent time management skills.
- Must be able to multi-task, prioritize, solve problems, make decisions, follow through with commitments, and meet deadlines with minimal supervision in a dynamic work environment.
- Must be willing to work as a team member with staff, and to seek and embrace diversity when working with partner organizations, members, and the general public.

- Interest in and commitment to FTR's mission is required.
- Demonstrates honesty and integrity, and exercises excellent judgement in regard to confidential information.
- Commitment to service, using outstanding interpersonal and communication skills (oral and written).
- Demonstrates attention to detail, and insists upon accuracy and completeness.
- Develops systems of checks to eliminate errors. Persistence in identifying discrepancies and reconciling reports.
- Must be able to maintain a current driver's license.
- Able to be bonded and pass a background check.

**Education:**

Bachelor's Degree in a related field, or equivalent experience and skillset

**Experience:**

Previous administrative experience required and high degree of computer proficiency, with advanced knowledge of Microsoft Excel/Office, are required. Minimum of 3 years of Quickbooks Online experience preferred. Non-profit administration and bookkeeping experience preferred.

**Physical Capabilities:**

Ability to sit for long periods; operate office and computer equipment; operate a vehicle for minimal work-related errands/travel; ability to frequently lift up to 20 lbs; ability to work occasional evenings and weekends with advanced notice.

**To apply**, email all of the following to Amy Verbeten, FTR Executive Director, [amy@tetonwater.org](mailto:amy@tetonwater.org):

1. A detailed letter of interest (1-2 pages) that specifically describes why you are interested in the position and your specific qualifications for this position.
2. A detailed resume
3. Names and contact information for three professional references

The position is open until filled.