

Job Description
Office Manager (Part-time)
California Wilderness Coalition (CalWild)
4/5/2021



CalWild works to protect and restore the Golden State's wildest remaining lands and waters for the benefit of present and future generations.

Currently, CalWild is seeking an Office Manager to work part-time managing our administrative systems and tasks. The position will work remotely with a flexible schedule. CalWild has staff, consultants, and volunteers located throughout California.

Position Overview

CalWild's Office Manager will work remotely part-time to ensure the smooth administrative operation of CalWild. The position will be responsible for managing vendors, bills, expense reports, timesheets, insurance policies, and donation/data entry; overseeing hiring, payroll, contractors, and other human resources tasks; and working with our bookkeeper in Quickbooks for light accounting and pulling financial reports as needed.

Responsibilities include:

- Manage and makes changes as necessary to Ospan (One Stop Payroll) (automatically debits on the 15th and last day of the month)
- Downloading payroll reports for accountant (monthly)
- Manage independent contractors including obtaining W-9 forms, maintain other paperwork, and paying invoices
- Assist Executive Director in maintaining personnel paperwork and documents, including onboarding
- Assist in administering employee benefits (health insurance, retirement/401k, dental/vision, unemployment, workers compensation, home office/phone reimbursements)
- Ensure employee timesheets are filled out monthly, overseeing vacation, holiday, and sick leave accrual
- Manage insurance policies, including annual audits
- Assist Executive Director with board management
- Manage account payables and receivables – pay and manage bills, generate invoices as needed
- Download bank and credit card statements (monthly)

- Work with our bookkeeper to make sure Quickbooks numbers are current including credit card transactions (using Expensify), entering payment data, and generating reports as requested by staff
- Assist in tax prep including CalWild's 990 and gathering all information on contractors for 1099s

Additional Responsibilities might include depending on experience: (these activities would come with additional hours or compensation)

- Database management with our CRM (EveryAction 8) assisting in data entry, editing records, and pulling reports; and
- Assist in the management and content creation for CalWild's various digital channels including Facebook, Twitter, Instagram, LinkedIn, and the CalWild website.

Desired Qualifications:

- Demonstrated ability to create and maintain administrative and human resources systems;
- Confidence in completing independent projects and improving systems as needed for greater efficiency;
- Experience with at least one customer relationship management (CRM) system;
- Familiarity and comfort with Quickbooks and basic bookkeeping;
- Significant interpersonal skills;
- Experience managing insurance policies;
- A willingness to work collaboratively with people of diverse backgrounds and interests;
- Experience with WordPress and social media (Facebook, Instagram, LinkedIn, and Twitter) for an organization or campaign a plus;
- Significant proficiency with Microsoft Office suite and Google Docs;
- A strong personal commitment to conservation; and
- A Bachelor's Degree is preferred.

How to Apply

Please send a cover letter and resume to info@calwild.org. Also, please reference where you saw the job posting in your cover letter.