



Civil Liberties Defense Center

1430 Willamette St. #359, Eugene, OR 97401

Phone: 541-687-9180 * www.cldc.org * info@cldc.org

POSITION ANNOUNCEMENT Non-profit Office Manager

Position to start Immediately: Applications accepted until position is filled.

Who we are:

The Civil Liberties Defense Center is a nonprofit organization that supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, legal and strategic resources to strengthen and embolden their success.

Position:

The CLDC is currently seeking an experienced part-time office manager for 20 hours per week and at least 4 days per week in the office.

- Compensation range \$15-19/hr. commensurate with experience
- Term: At least 1-year commitment required
- Office is located in Eugene, Oregon.
- Position includes some benefits

Summary:

The office manager ensures day to day operations function efficiently and professionally. The ideal candidate will be organized, experienced at creating and maintaining office management systems, and is a self-directed proactive problem solver. The position reports directly to the Executive Director.

Specific Job Responsibilities :

Bookkeeping: 40%

- Maintain QuickBooks accounts
- Record deposits, income, expenses, journal entries
- Monthly reconciliation of all cash accounts and bank statements
- Invoice/bill paying
- Recording and tracking accounts payable, receivable and wires
- Monitoring bank account balances
- Workers' compensation reporting and renewals
- Track benefit accounts by fund and by individual
- Make deposits and provide back-up as needed in absence of Assoc. Director
- Provide support and information to Executive & Associate Director as requested/needed

Finance: 20%

- Produce P&L's, Attorney Trust Account Reports, and other necessary financial documents monthly for E.D; quarterly for ED and Board
- Year-end 1099-Misc. statements
- Produce year-end W-2 & federal/state report processing
- Review, prepare and produce annual QB materials for 990 preparation (to accountant)

Office: 30%

- Create, implement, & maintain professional office systems
- Support Executive Director with administrative needs
- Assist attorneys in case management and filing.
- Ensure office supplies are always appropriately stocked; facilitate vendor/maintenance communications
- Coordinate telephone coverage; check voicemail, email, fax & mail, and ensure appropriate staff receive messages promptly
- Facilitate equipment maintenance and repair
- Facilitate CLDC building maintenance and repair
- Take notes during weekly staff meetings
- Additional office work and programming support as assigned

Events (Joint with Associate Director and Organizer)**10%**

- Assist in the planning and coordination of CLDC events in our community
- Assist Director in organizing CLDC Board meetings twice a year
- Participate in representing CLDC at events hosted by other organizations

Experience and Qualification Requirements:

- 3 years of previous bookkeeping & office management experience required, nonprofit work highly desired
- Associates degree in Bookkeeping or Accounting preferred; or equivalent professional experience
- Must be proficient using QuickBooks, Excel, Word, online database entry, and email software
- Strong organizational skills, attention to detail, trustworthy
- Ability to prioritize tasks, work independently and meet deadlines
- Ability to maintain confidentiality of sensitive materials and information
- Strong written and verbal communication skills
- Knowledge of English grammar and composition, business and/or legal formats, spelling, arithmetic, filing, and recordkeeping

Please send all materials in a single PDF to office@cldc.org-- Subject: "[Your last name]—Office Manager."

Applications will be reviewed on a rolling basis until the position is filled.

Please, no phone calls, hard copies, or drop-ins. If you're having technical difficulties submitting your application, please reach out to [Charles\(at\)cldc.org](mailto:Charles(at)cldc.org)