



## **CAREER OPPORTUNITY OFFICE MANAGER**

### **Primary Responsibilities**

Falmouth Community Television (FCTV) is seeking a dedicated and detail-oriented individual to join our team as an Office Manager. This key role is responsible for overseeing various administrative functions, including bookkeeping, membership management, office administration, purchasing, and collaborating with auditors.

The ideal candidate will have at least three years of experience in bookkeeping and office management, excellent organizational and communication skills, and proficiency in QuickBooks Online, Microsoft Office, and database administration.

### **Duties**

#### *Finances/Bookkeeping:*

- Maintain financial records, process transactions, and ensure compliance with financial policies and procedures
- Maintain accounts, electronically input all relevant information and facilitate timely payments into QuickBooks Online and online banking platforms.
- Prepare and distribute invoices
- Monitor and track revenue and expenses, ensuring alignment with both the Operating and Capital Budgets.
- Manage accounts payable and receivable.
- Reconcile bank statements and financial transactions monthly.
- Prepare and complete bank weekly deposits.
- Ensure the accuracy of payroll and HR data by updating and maintaining records, including precise payroll calculations and adherence to federal and state tax compliance and FCTV policies.
- Collect membership fees and handle other sales receipts.
- Generate comprehensive financial reports including balance sheets, income/expense statements, and additional reports as required or requested. Deliver regular and timely financial updates to both management and the Board of Directors within specified deadlines.
- Maintain organized and systematic documentation of financial records.
- File financial documents and ensure easy retrieval when necessary.
- Collaborate with the CEO to develop yearly budgets and verify adherence to FCTV's budgetary allocations.
- Collaborate with the CEO and Accountant throughout the auditing process, actively assisting and furnishing necessary documentation to ensure a thorough examination of financial records. Make adjustments as directed.

#### *Office Administration:*

- Organize and oversee all office procedures.
- Recommend and execute workflow improvements to enhance operational efficiency.
- Maintain personnel records, access center files, and databases.
- Manage all aspects of office and facility administration.
- Assist with day-to-day operations related to the office building, addressing issues promptly and efficiently.
- Collaborate with external service providers for repairs and upkeep.
- Oversee security and document retention protocols.
- Perform secretarial, correspondence, acquisition, and receptionist duties.
- Oversee the monitoring and upkeep of office computers and equipment.
- Create and distribute reports to the Board of Directors.
- Assist with fundraising and membership events.
- Create and update facility use forms.
- Maintain the corporation calendar and submit required filings.

#### *Purchasing:*

- Procure office supplies and equipment.
- Research and negotiate with vendors for cost-effective solutions.
- Track and manage inventory.

#### *Membership Management:*

- Maintain the membership database and oversee membership renewals, updating related forms as required.
- Prepare a comprehensive membership report for the Board of Directors.
- Coordinate bulk mailings and mail merging efficiently.
- Prepare materials for Annual Meetings and send notices in accordance with by-laws and policy.
- Provide necessary support to members and the general public as needed.

#### *Database Administration:*

- Maintain and update the organization's database.
- Ensure data accuracy and integrity.
- Generate reports and analyze data as needed.

#### *Corporate Filings and Reports:*

- Prepare and submit all necessary corporate filings.
- Compile and generate board reports for review.
- Ensure compliance with regulatory requirements.

### Skills

#### *Required Education, Skills and Experience*

- Proven experience as a Bookkeeper or in a similar role with In-depth knowledge of general accounting/bookkeeping procedures including AP/AR, payroll & tax filings.
- High level understanding of accounting principles and practices.
- Minimum of three years of hands-on experience and proficiency in QuickBooks Online accounting software
- Experience in database management, including data entry, organization, maintenance, and reporting
- Strong analytical, quantitative, and reasoning skills.
- Exceptional organizational and multitasking skills, maintaining a high level of accuracy and attention to detail.
- Solid understanding of financial regulations and compliance.
- Effective communication and interpersonal skills.
- Strong organizational skills to manage multiple projects and deadlines effectively.
- Proficiency with productivity tools and software (e.g., Quickbooks, MS Office, Google Workspace, database programs).
- Adaptability to learn new software technology quickly.
- Exceptional written and verbal communication as well as interpersonal skills, enabling effective collaboration with diverse groups of people spanning various age ranges, including volunteers, patrons, and the general public.
- Effective skills to work independently on a broad variety of projects and as part of a team in a fast-paced environment.
- Associates Degree and a minimum of two years relevant experience required.

#### *Other Job Requirements*

- Exhibiting the capability to work independently in a fast-paced environment, adapt to changing priorities, and demonstrate sound judgment and proactive initiative, while also being a self-starter who initiates the completion of work and projects.
- Collaborate effectively within a team, fostering positive working relationships with colleagues, members, and the community.
- Maintains a high level of confidentiality.
- Uphold a professional demeanor and project a positive corporate image to the public.
- Valid driver's license with satisfactory driving record required.
- Work in-person at FCTV in Falmouth, MA, encompassing primarily indoor environments.
- Have the ability to lift and maneuver items weighing up to 20 lb.
- Required CORI (Criminal Offender Record Information) check to ensure a safe and secure environment for all participants.
- Demonstrate professional, diplomatic, and tactful verbal and written communication skills, coupled with effective problem-solving and troubleshooting abilities.

### Compensation

- This position is classified as full time exempt.
- Compensation package includes salary, health, dental, life and disability insurance coverage, retirement plan and paid time off. Salary \$68,000-\$70,000 per year commensurate with experience.

### How to Apply

Interested candidates are to send their cover letter, resume, three written letters of reference to:

Debra Rogers, Executive Director/CEO

310E Dillingham Ave.

Falmouth, MA 02540

Application will be accepted via email to: [deb@fctv.org](mailto:deb@fctv.org)

Falmouth Community Television is an  
equal opportunity employer and  
encourages individuals from diverse  
backgrounds to apply.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*