



CAREER OPPORTUNITY OFFICE ADMINISTRATOR

Primary Responsibilities

Falmouth Community Television (FCTV) is seeking a dedicated, detail-oriented, and organized individual to join our team as an **Office Administrator**. This key role provides administrative support across the organization, with primary responsibilities including bookkeeping support, membership management, office administration, and purchasing.

Working closely with the CEO and Bookkeeper, the Office Administrator helps ensure the efficient day-to-day operation of the office while supporting FCTV's administrative, financial, and operational needs.

The ideal candidate has experience in office administration and bookkeeping support, exceptional organizational, communication, and computer skills, and proficiency in QuickBooks Online, Microsoft Office, Google Workspace, Adobe, and database management.

Duties

Finances/Bookkeeping:

- Assist with maintaining accurate financial records and supporting day-to-day bookkeeping functions in accordance with FCTV policies and procedures.
- Obtain, review, and prepare vendor bills for CEO approval and processing by the Bookkeeper.
- Prepare and distribute invoices.
- Process sales receipts and bank deposits, and submit accurate supporting reports and documentation to the Bookkeeper.
- Organize and maintain financial records, budget documentation, and files to support efficient recordkeeping.
- Assist as needed with accounts payable and accounts receivable processes.
- Prepare routine financial, membership, and administrative reports as requested.
- Maintain vendor files and assist with gathering documentation for annual tax reporting.
- Enter financial data into QuickBooks Online and other banking platforms as directed by the Bookkeeper or CEO in accordance with established procedures.
- Maintain payroll and HR records and assist with payroll processing.
- Provide administrative support during the annual budgeting process by compiling financial information and reports as requested.

Office Administration:

- Manage all aspects of office and facility administration.
- Assist with day-to-day operations related to the office building, addressing issues promptly and efficiently.
- Organize and oversee all office procedures.
- Collaborate with external service providers for repairs and upkeep.
- Recommend and execute workflow improvements to enhance operational efficiency.
- Maintain personnel records, access center files, and databases.
- Oversee security and document retention protocols.
- Perform secretarial, correspondence, acquisition, and receptionist duties.
- Oversee the monitoring and upkeep of office computers and equipment.
- Compile reports and supporting materials for Board of Directors meetings.
- 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.
- Coordinate membership correspondence, including new member welcome letters, renewal notices, and membership cards.
- Prepare a comprehensive membership report for the Board of Directors.
- Coordinate bulk mailings and mail merging timely and 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 necessary corporate filings.
- Compile and generate board reports for review.
- Ensure compliance with regulatory requirements.

Skills

Required Education, Skills and Experience

- Two or more years of experience in office administration with bookkeeping support responsibilities, or an equivalent combination of education and experience.
- Experience with general bookkeeping procedures, including invoicing, accounts payable, accounts receivable, payroll support, and financial recordkeeping.
- Proficiency with QuickBooks Online or similar accounting software, with hands-on experience preferred.
- Experience with database management, including data entry, organization, maintenance, and reporting.
- Advanced proficiency with Microsoft Excel, Google Sheets, Microsoft Office, Adobe Acrobat, and Google Workspace.
- Strong knowledge of Google Workspace, including organizing and maintaining shared drives, folders, files, and documents.
- Strong analytical, organizational, and multitasking skills with exceptional attention to detail and accuracy.
- Working knowledge of financial policies, procedures, and compliance requirements.
- Ability to manage multiple priorities, meet deadlines, and adapt quickly to new technologies and software.
- Excellent written, verbal, and interpersonal communication skills, with the ability to work effectively with colleagues, volunteers, members, patrons, and the general public.
- Ability to work independently and collaboratively in a fast-paced environment.

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 \$58,000-\$60,000 per year commensurate with experience.

How to Apply

Interested candidates please send cover letter, resume, and 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

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.