



The Asian/Pacific Islander Domestic Violence Resource Project

Office Manager

Employment Type: Part-Time (up to 24 hours per week) - Working remotely until further notice

The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) is a non-profit organization in Washington, DC. Our mission is to address, prevent, and end domestic violence and sexual assault in Asian/Pacific Islander communities while empowering survivors to rebuild their lives after abuse.

OVERVIEW:

The Office Manager oversees and coordinates all of the office's administrative, finance and operational activities with special attention to database management. Expertise in using QuickBooks is a required.

Responsibilities:

- Database management and record-keeping
- Provide support to Executive Director, including
 - Management of incoming donations, receipt issuance and acknowledgement, and donor and financial reports
 - Maintenance of membership relations
 - Process payroll for hourly, salaried, and temporary employees; including reviewing and importing hours from time and attendance system, entering tax and direct deposit information
 - Maintain employee records in payroll systems.
Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.

Expense functions, to include:

Receive, review, and verify approval of all invoices and check requests;

Ensure appropriate documentation is provided/attached;

- Obtain/collect requests for taxpayer id information (W-9 / W-8) and maintain system
- Code with proper expense account and project/class information and input into QuickBooks;
- Process and distribute payments or voids;
- Verify and reconcile expense reports as well as staff travel advances
- Reconcile vendor statements and respond to vendor inquiries;
- Request back-up receipts, duplicate invoices as necessary;
- Maintain vendor profiles in QuickBooks;
- Prepare general journal entries

Deposits/cash receipts; bank transfers; and receivables, to include:

- Obtain, review for accuracy, code, and enter into QuickBooks banking module as deposits,
- Enter pledges and other receivables



- Responsible for invoicing/billing activities, as needed
- Run credit card sales/donations as requested
- Prepare journal entries

Other Financial:

- Prepare monthly and year-end financial statements;
- Reconcile financial records with bank statements;
- Adjustments – review, code with appropriate account information as an increase or decrease adjustment and enter;
- Finance related documents - Maintain all documents in an organized, accurate, and timely manner for easy retrieval;
- Maintain all balance sheet accounts and reconcile to general ledger;
- Maintain files, worksheets and back up, on and off site, in accordance to record retention guidelines;
- Assist the Executive Director in developing the yearly budget
- Responsible for maintaining and updating donor database system (Every Action)
- Support annual audits;
- Perform other related duties as requested and assigned.

Qualifications:

- Bachelors Degree or equivalent experience
- 5+ years of nonprofit experience, required
- Proficiency with MS Office (especially Excel) and QuickBooks Online required
- Strong writing and editing skills
- Experience in creating budgets and in financial reporting to funders
- Previous administrative and office management experience
- Database management training and experience
- Knowledge of budgets and financial reporting
- Familiarity with using online tools such as zoom, Microsoft teams and others
- Highly organized with attention to detail
- Ability to communicate well and work both independently and collaboratively
- Able to work remotely & familiarity with usage of e-tools.

Compensation: \$18-\$20/hour based on experience

To apply:

Send a cover letter and resume to info@dvrp.org with “Office Manager Inquiry” in the subject line. We are accepting applications on a rolling basis until **September 14th, 2020**. Selected candidates will receive a response for an interview by **September 20, 2020** for a **October 2020** start date. While this position is initially going to be remote, it will eventually switch over to an in-person schedule.