



Office Administrator

Organization Overview:

Community Strategies Group (CSG) is a 501c3 charitable nonprofit that collaborates with public and private partners to enhance the quality of life in the communities we serve. We strive to create strategic pathways to local solutions. CSG will empower individuals and organizations to achieve strong, healthy communities where all basic needs are met for every citizen. All people should have access to adequate housing, nutrition, recreation, the arts, and meaningful work.

Position Summary:

This is a full-time position. The office administrator will operate as a member of CSG's accounting team and coordinate daily office management. This position will report to CSG's accountant on fiscal related tasks, such as deposits, coordinating signatures, and filing payments. This position will also report to CSG's deputy director for non-fiscal tasks related to daily operations. Responsibilities and workflow are subject to change upon organizational growth or new project development.

Responsibilities and Duties:

- Assist Accounting Department in Fiscal Processing:
 - Process bill payment and filing
 - Coordinate financial deposits and record keeping
 - Assist with financial reconciliations and filing
 - Coordinate signatures on fiscal and board related documents, implementing DocuSign or other digitization where possible
 - Assist accounting team on special projects as they arise
- Coordinate office management:
 - Provide front window reception, and direct calls coming into the main line
 - Process Mail
 - Manage office supply stock and orders
 - Streamline and digitize various administrative processes where possible
 - Assist development team on special projects as they arise
 - Other Administrative duties as needed

Qualifications:

- Ability and willingness to learn basic book keeping
- Proficiency in computer skills such as Outlook, Excel, and Quickbook
- Highly organized
- Detail Oriented
- Strong interpersonal skills
- Outstanding written and verbal skills

Compensation:

- Starting annual salary: \$42,000.00
- Health insurance and retirement plan
- Generous Paid Time Off package
- Cell Phone

Submit resumes, cover letter, and three professional references to jnespoli@csgpa.org by 4:00pm 2/10/23.

