JOB POSTING

Job Title: Administrative Office Manager
Status: Full-time
Number of Positions: 1

Classification: Hourly
Reports to: Vice President, Finance & Administration

Description
Reporting to the Vice President, Finance & Administration, the Administrative Office Manager will be responsible for providing administrative support and assistance to the Aquarium’s Executive Team, with final authority in such matters remaining with the Vice President, Finance & Administration.

The Administrative Office Manager will be responsible for high level administrative duties with exceptional multi-tasking skills.

Essential Responsibilities
• Maintain financial reports, records, and general ledger accounts.
• Prepare journal entries, and account reconciliations and assisting with monthly close processes.
• Maintain documentation for accounts receivable, purchasing, and treasury.
• Meet processing and reporting deadlines.
• On boarding of new hires and benefits enrollment.
• Assist with recruiting and interviewing new talent.
• Assist Executive Assistant with maintaining Executive team schedules.
• Assist with Board meeting materials and preparation.
• Manage Executive Assistant and proactively aid in development of Administration team.
• Special projects at the request of the VP of Finance & Administration.

Requested Requirements
• Must have a bachelor’s degree in accounting, finance, or business related field and three years of supervisory experience.
• In lieu of a degree and experience, 5 years of related experience in a management position in non-profit organization or zoo/aquarium.
• Working knowledge of GAAP and non-profit.
• Proficient knowledge of Microsoft office.
• Excellent written and verbal communication skills.
• Preferred experience in Sage Intacct software.
• Preferred 1 year of human resources experience.

Working Conditions
• Sedentary – Position involves long periods of sitting and lifting no more than 10 pounds at a time.
• Position is based primarily on-site in a shared office/workspace; remote work opportunities are available with Vice President, Finance & Administration’s approval.

To Apply
Please send resume and cover letter to tschafer@aquariumofniagara.org. Be sure to include Administrative Office Manager in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.