



## **ACLU of Arizona Position Description: Office Manager /Bookkeeper**

### **POSITION OVERVIEW**

The ACLU of Arizona is seeking a full-time Office Manager/Bookkeeper who will be responsible for ensuring the smooth daily functioning of the state ACLU of Arizona office, including working with outside vendors and contractors, handling various payroll and accounting functions, developing and organizing office procedures and systems and providing administrative support to the Executive Director and Finance Director.

The ACLU of Arizona – a leading non-profit, civil rights public interest organization – is the state’s guardian of freedom; working daily in courts, Arizona Legislature and communities statewide to defend and preserve the individual rights and liberties guaranteed by the U.S. and Arizona Constitutions. The ACLU is a highly rewarding place to work for those interested in protecting our fundamental civil rights, including immigrants’ rights, racial justice, religious liberty, reproductive rights, LGBT rights, and privacy. Founded in 1959, the ACLU of Arizona is located in Phoenix and has 7 full-time staff members, including four part-timers. To learn more about the work of the ACLU, please visit [www.acluaz.org](http://www.acluaz.org) and [www.aclu.org](http://www.aclu.org).

### **OFFICE MANAGEMENT**

- Answer and route all incoming calls.
- Ensure a tidy, organized and cohesive work environment for the office’s staff and volunteers.
- Purchase/ maintain office equipment including computers, computer network, printers, copiers and phone system.
- Assist other staff in the use of office equipment.
- Ensure the provision of office supplies; maintain & organize inventory.
- Maintain pre-paid bulk mail/periodical postage accounts and regular postage meter account (in-house).
- Act as a liaison with the landlord.
- Manage file storage and archiving procedures and ensure compliance with records retention and confidentiality guidelines.
- Facilitate communication among the staff by maintaining central calendar of office meetings.
- Facilitate the disposal of surplus ACLU-AZ equipment.

### **IT/COMMUNICATIONS**

- Work with IT consultants to maintain staff and volunteer workstations, including upgrading software and hardware, troubleshooting and configuring for end users and ensuring the general day-to-day maintenance of the computer network, including coordinating e-mail server, anti-virus and spam filter upgrades;
- Ensure that the ACLU-AZ is compliant with National’s technological protocols (donor/e-mail databases).
- Develop best practices for all IT related issues, including email usage, document storage and security.
- Administer users and content for the ACLU intranet;
- Manage communications systems, including phones, copiers, fax, and printers, including procurement, maintenance and supplies.

### **ACCOUNTS MANAGEMENT**

- Handle AP, AR and work with development staff to ensure weekly reconciliations between Quickbooks and PIDL.
- Work with Finance Director to ensure the timely completion of bank reconciliations, general ledger entries, and financial reports for the board of directors.
- Ensure timely completion of reports and forms for the National ACLU and State of Arizona, including lobbying reports, charitable organization renewals, corporation commission reports and tax forms.

### **HUMAN RESOURCE MANAGEMENT**

- Manage time sheets and submit to payroll service biweekly.
- Maintain personnel files;
- Manage health insurance (medical, dental, long term disability) and 401(k).

- Facilitate postings of new staff positions on various non-profit Web sites; maintain and build distribution lists for job postings; ensure that job postings are provided to venues that will help create diverse applicant pools.
- Orient new employees by providing employment policies and forms.
- Maintain contact information and signed confidentiality agreements for all staff, volunteers and interns.
- Report to National on human resources issues as necessary, including pension and salary surveys.
- Manage orientation of new employees (introduction to local and national staff and organization, provide training manuals and employment forms, review local and national websites and resources).
- Assist with non-legal volunteer orientation and maintain database of volunteer contact information and dates of service.
- Coordinate non-legal volunteer help for all staff-initiated mailings and special projects.
- Ensure staff/volunteer recognition.

## **EXECUTIVE/BOARD SUPPORT**

- Update board member lists; produce, update and distribute directory to board and staff.
- Update and distribute the board orientation manual.
- Make travel arrangements, and collect all staff-related reimbursements for Executive Director review.
- Provide support for Board-related activity, including meetings, trainings, etc.
- Maintain records of meetings minutes and attendance; and produce and maintain Policy Guide;

## **QUALIFICATIONS:**

- At least 3 years bookkeeping and office management/administrative support experience in a professional environment.
- Knowledge of generally accepted accounting principles and procedures and their application to basic accounting.
- Proficiency with Quickbooks Non-Profit Edition and sophisticated computer and clerical skills, including Microsoft Word, Excel and Outlook.
- Ability to set priorities and meet deadlines on concurrent projects in a fast-paced, occasionally stressful environment.
- Ability to develop effective organizational systems and understand the practices and policies that are necessary to help maintain a high-performing, employee-friendly office environment.
- A confident and professional work style, superior problem solving skills, and an ability to work creatively and independently.
- Impeccable organization skills with high attention to details.
- Excellent oral and written skills. The ability to communicate and work effectively with volunteers, staff, board members, and the general public. Attention to detail and superior proofreading skills are a must.
- Understanding of, and passion for, ACLU mission. A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.

## **COMPENSATION AND BENEFITS**

Salary is commensurate with experience within the parameters of the ACLU of Arizona's salary scale. Excellent benefits include three weeks paid vacation, 100% employer-paid medical and dental insurance, 401 (k) plan with an employer match, life and long-term disability insurance, and generous paid holidays.

## **TO APPLY**

Send a cover letter, resume and three references to: Alessandra Soler Meetze, Executive Director, ACLU Foundation of Arizona, P.O. Box 17148, Phoenix, AZ 85011. Applications also may be submitted by email to [ameetze@acluaz.org](mailto:ameetze@acluaz.org). Please reference "Office Manager /Bookkeeper" in the subject line and all attachments should be in Word or .pdf format.

Applications accepted until position is filled. ***Please indicate in your cover letter where you found this job posting.***

***The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbians, gay men, bisexuals, and transgender persons to apply.***

The ACLU of Arizona comprises two separate corporate entities, the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona. Both the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona have the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties.