



Office Manager

The Squam Lakes Association seeks a qualified candidate to manage the office administration of the organization. The Office Manager will work closely with the Executive Director and department heads to ensure the smooth flow of Human Resources, Accounting, and Resource Center needs. Additionally, they will work with our bookkeeping and insurance agencies to make sure our information and accounting details are accurate and up to date.

About the Squam Lakes Association: The [Squam Lakes Association](http://www.squamlakes.org), founded in 1904, is a non-profit conservation organization that works to conserve the natural beauty, peaceful character, and resources of the Squam watershed. The Squam Lakes Association promotes the protection, careful use, and shared enjoyment of the Squam Lakes Region through conservation, education, and low-impact recreation.

Responsibilities:

- Work with contracted bookkeeping company to manage payroll, bill payment and coding, and reconciliation.
- Process incoming revenue and input into Quickbooks, including bank deposits, gift store transactions, and campsite rentals payments.
- Help with the campsite and boat rental reservation systems with assistance from the Trails and Access department and seasonal summer Office Assistants.
- Hire and manage two seasonal summer Office Assistants, who are responsible for answering visitor questions both over the phone and in-person and processing boat rentals and campsite rentals from late May through September.
- Conduct administrative intake of new staff and AmeriCorps members and maintain up-to-date HR files including background checks, benefits, etc.
- Work with Executive Director and insurance brokers to ensure appropriate coverage.
- Contact and coordinate with repair and service contractors for center needs.
- Work with bookkeeper, accountant, and Executive Director to compile annual audit and taxes and certificates.
- Work with bookkeepers to create, send, and track invoices.
- Oversee the gift store purchasing, and inventory.
- Stock office supplies as needed.
- Additional responsibilities, as needed. As expected of all SLA employees, providing general information to visitors and SLA members, preparing for and attending special events, facilitating community use of SLA's public spaces, and other general administration tasks.

The ideal candidate will have:

- Strong communication and people skills.
- Interest and ability to work as part of mission-oriented team.
- Ability to structure tasks, establish priorities, meet deadlines, and set and manage goal achievement.
- Strong computer and word processing skills, including: Word, Excel, Adobe, Quickbooks, and Donor Perfect.

Working Conditions/Hours: Works in an office environment. Must have a valid driver’s license and access to personal transportation. Occasional evenings/weekends for special events but will typically work 40 hours/week (9-5), Monday through Friday. Pass criminal background checks.

Salary & Benefits:

Hourly/Salary	\$38,000-\$42,640 annualized (dependent on prior experience, \$18.27-\$21.50/hour range)
IRA	3% salary match
Health	All premiums
Dental	All premiums
Life & long- and short-term disability insurance	All premiums
Sick Days	5 days paid
Holidays	12 days paid
Paid Time Off	25 days paid (accrued)

What’s it like to work at the Squam Lakes Association? The SLA is a community-based watershed conservation non-profit. The staff is tight-knit with nine full-time staff and nine AmeriCorps members who work together daily to propel forward conservation, outdoor access, and environmental education. The newly renovated headquarters looks out on Piper Cove, right off of Squam Lake. We look forward to working with people who are equally passionate about the environment and who are excited to facilitate on-the-ground conservation initiatives.

To Apply: Interested applicants should send their resume, cover letter, and the contact information of three references to EB James at ejames@squamlakes.org.