



TREE FUND
Cultivating Innovation

Office Manager/Bookkeeper Position Description

- Position Title:** Operations Manager/BOOKKEEPER
- Basic Function:** The operations manager of the Tree Research and Education Endowment (TREE) Fund is responsible for bookkeeping, support for the president and chief executive officer, board, and committees
- Responsibilities:** Reports to the TREE Fund president and CEO.

OPERATIONS:

- Schedule staff meetings, create agendas and prepare staff task lists
- Maintain master organizational calendar
- Support annual audit preparation
- Submit annual state charitable solicitation renewals
- Set up Zoom meetings as needed
- Receive mail at mail drop in Naperville.

BOOKKEEPING:

- Provide ongoing bookkeeping and administrative services:
 1. Record the TREE Fund's day-to-day financial transactions
 2. Maintain the TREE Fund's financial records via QuickBooks, including accounts receivable, accounts payable, journal entries, bank reconciliations, and month-end closings
 3. Coordinate revenue receipts and proper processing
 4. Ensure agency compliance with approved Financial Policies and Procedural Manual; monitor integrity of internal controls
 5. Complete monthly financial statements and reports one week in advance of scheduled Audit and Finance Committee meetings
 6. Support annual financial audit and tax preparation via year-end schedules, statement and disclosures
 7. Perform monthly quarterly reconciliation of general ledger with donor database
 8. Process and record credit card payments, and maintain petty cash
 9. Prepare expense reports for staff credit card expenses
 10. Verify contractor expenses before payment
 11. Prepare bank deposits in QuickBooks
 12. Prepare and send invoices and apply related payments
 13. Enter bills and prepare cash disbursements
 14. Manage vendor financial relationship, to include billing

15. Be able to shift focus easily and catch tiny, hidden mistakes in a budget or invoice

- **SUPPORT FOR PRESIDENT/CEO**
 1. Assist with scheduling
 2. Assist with record keeping and reporting
 3. Assist with travel arrangements
 4. Perform other duties as assigned

- **BOARD AND COMMITTEE WORK**
 1. Schedule board and committee meetings, assist in preparation of meeting agendas, create and distribute meeting packets, arrange logistics for board meetings (hotel reservations, meeting room reservations, meal arrangements), take meeting minutes
 2. Maintain trustee and committee contact lists
 3. Maintain electronic board manual
 4. Distribute trustee orientation packets
 5. Maintain policy and procedure files
 6. Assist trustees and liaisons, as needed, with travel arrangements
 7. Coordinate volunteer of the year process
 8. Some travel may be required.

Minimal Job

Requirements: Requirements: office management and bookkeeping experience (1 year minimum), working knowledge of bookkeeping in QuickBooks and Excel, familiarity with the Generally Accepted Accounting Principles (GAAP), Zoom, Word, and Outlook 365. Non-profit experience is a plus. Abilities in WordPress and Hootsuite are helpful.

To apply: Send resume, three references, and cover letter to Russell King at rking@treefund.org