

P.O. Box 210188, Anchorage, AK 99521

OFFICE MANAGER JOB DESCRIPTION

**Position**: Bookkeeper/Office Manager

**Qualifications:**

- Understanding of accounting

- Comfortable with or willing to learn Quickbooks

- Ability to work with employees

- Ability to work alone

- Familiarity with Excel & Microsoft Word

**General Description:**

This position provides office management & assistance to the Executive Director. It includes the bookkeeping & some accounting for Alaska Correctional Ministries with some understanding of non-profit finances.

Additional: knowledge and experience in writing informational newsletters and emails

**Examples of Duties:**

Answer phones & emails

Pay bills

Record donations

Process Payroll

Produce financial reports for board meetings

Keep record of Safe Living Home rents

Assist in fundraising

Order religious & program supplies for Institutional chaplains & programs after verifying funds

Coordinate with Executive Director & Social Media personnel