



Office Manager

Reports to: Director of Administration & Relations

Lancaster City Alliance (LCA) is a non-profit that cultivates partnerships in the City of Lancaster, Pennsylvania, with business, local communities, the arts, education, non-profits and government to ensure Lancaster is a clean, safe and vibrant City for all. For more information on LCA and the City of Lancaster, please our [website](#).

Hours per week: 32 +/-

Job Summary: This position is responsible for managing internal accounting processes and procedures, which includes managing budgeting, forecasting and projections as well as monthly invoicing and expense management for LCA, DID and CRIZ. Assists Director of Administration & Relations with the management of fundraising efforts and manages and maintain volunteer customer relationship management data.

General Responsibilities and Essential Functions:

- Manage internal accounting processes and procedures for timely and accurate processing.
- Manage budgeting, forecasting, and projections as well as monthly invoicing and expense processing for LCA, DID and CRIZ.
- Manage and maintain all volunteer customer relationship management data. Examples include: term limits, contributions, files, online presence and rosters.
- Assist Director of Administration & Relations with the management of fundraising efforts.
- Maintain record keeping of corporate and primary stakeholder, prospect and resident pledge requests and correspondence. Process pledges, invoices, and acknowledgements for LCA supporters.
- Manage accurate coding and processing of company invoices and payments as well as complete all required journal entries for depreciation, prepaid expenses and investments.
- Record and accurately categorize revenue payments and file and maintain according to record retention requirements.
- Complete monthly bank reconciliations for final review by Director of Administration and Relations.
- Maintain the GiftWorks database with gift and pledge revenue and prepare reports for fundraising campaigns as needed and required.
- Annually, prepare for the audits for both DID and LCA, as well as complete year end processes for GAAP statements and processing of 1099's.
- Responsible for 115 E King Street building coordination and communications with staff and with other entities within the building as necessary.
- Assist in the development of effective internal processes and procedures, as well as maintaining high customer service levels for internal team members and customers
- Recommend suggestions for improving efficiencies within the organization by monitoring and identifying trends, and best practices.
- Performs office tasks including maintaining records and ordering supplies.
- Complete other duties as assigned to achieve organizational goals and objectives.

Skills/Experience Required:

- High School diploma or acceptable equivalent, plus a minimum of 3 years related experience
- Extremely proficient with QuickBooks Intuit
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Microsoft Office with the ability to learn new or updated software.
- Superior attention to detail evidencing a high degree of accuracy and strong organizational skills
- Strong interpersonal skills
- Effective written and verbal communication
- Willingness to learn new concepts to grow and advance
- Ability to learn and utilize multiple software platforms to drive efficiency
- GiftWorks experience a plus.
- Ability/availability to work a flexible schedule (limited nights and weekends required)

Benefits At A Glance:

Lancaster City Alliance offers the following benefits to employees:

- Paid Time Off and Paid Holidays
- Health, Dental and Vision Coverage
- Short-Term and Long-Term Disability
- Retirement Savings Account with Company Matching

Are you ready to work with the people of Lancaster City and strive for a community where everyone can share in the City's success?

If you have what it takes to make a difference in our community, we would love to hear from you.

Please Note: When you click on apply, ***you will be taken to the Penn Medicine Lancaster General Health Employment page and will apply through their portal. Through a partnership, they kindly handle our HR services, but the job is with the Lancaster City Alliance.***

[Apply HERE](#) to be the new Lancaster City Alliance **Office Manager**.

3.01.2023