

Okontoe Fellowship, Inc.

Job Description: Office Manager & Bookkeeper

Position Type: Part-Time or Full-Time (Flexible)

Location: Onsite or Remote (Telework) with occasional on-site or Zoom meetings

Reports To: Executive Director or Board Treasurer

Compensation: Self-funded position with a salary guarantee

Position Summary

The Office Manager & Bookkeeper is responsible for managing Okontoe Fellowship's administrative operations, reservation systems, and financial recordkeeping. This position supports organizational communication, guest services, and financial accuracy. During the active camp season, certain reservation duties transition to on-site staff while the Office Manager continues to oversee system accuracy, financial tracking, and administrative coordination.

Primary Responsibilities

Office & Administrative Management

- Maintain organized digital filing and documentation systems
- Manage email, phone communication, and general inquiries (may transition to on-site staff during season)
- Maintain office processes, templates, and administrative procedures

Financial Management

- Record and categorize all financial transactions in QuickBooks
- Reconcile bank accounts, credit card statements, and donation records
- Track income and expenses across programs, events, and operational areas
- Maintain organized records of receipts, invoices, reimbursements, and vendor files

Reservation System Management

- Assist with the management of the online reservation system for cabins and campground
- Process reservations, payments, and deposits
- Issue refunds and adjustments with appropriate documentation
- Communicate with guests regarding billing or reservation questions
- Coordinate with on-site staff to ensure accurate booking information
- During the active season:
 - Transfer day-to-day reservation communication to on-site staff
 - Maintain oversight of system accuracy, financial entries, and reporting

Payroll & Compensation Administration

- Process payroll for staff and stipends for seasonal workers or interns
- Track PTO, holidays, and compensation records (if applicable)

Budgeting & Financial Reporting

- Assist in developing and monitoring annual budgets
- Provide financial data for grants, donor reports, and fundraising activities

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- Identify and communicate budget variances or financial concerns

Compliance & Nonprofit Reporting

- Ensure compliance with nonprofit financial regulations and IRS requirements
- Prepare documentation for annual audits or financial reviews
- File required tax forms and financial disclosures

Donor & Fundraising Support

- Track donations and generate giving statements
- Maintain accurate donor records
- Provide financial reporting for fundraising campaigns

Board & Committee Support

- Prepare financial summaries and reports for board meetings
- Participate in Finance Committee meetings
- Assist in developing and updating financial policies and procedures

Schedule & Compensation

- Flexible hours (part-time)
- Telework position with occasional on-site or Zoom meetings
- Self-funded position with a salary guarantee