OFFICE MANAGER/BOOKKEEPER

Organization Summary: The Animal Welfare Institute (AWI) is a nonprofit organization founded in 1951 whose mission is to alleviate the suffering caused to animals by people. With headquarters in the Eastern Market district of Washington, DC, AWI employs approximately 30 staff and consultants at its headquarters and operating from locations around the country and in Canada. AWI is program oriented—90 percent of our budget goes to support our programs to protect farm animals, animals in research, companion animals, and terrestrial and marine wildlife via educational programs, strategically crafted campaigns, political advocacy, litigation, and engagement with industry, policymakers, scientists, other NGOs, and the public.

Position Summary: The person in this position will be responsible for a variety of tasks including bookkeeping, human resources related matters, building/equipment/phone maintenance/oversight, and maintaining inventories. The final job will be tailored to the individual candidate’s skills and will include some mix of the following responsibilities.

Responsibilities:

- Administer benefits programs, including health, vision, and dental plans, and 401k plan (including 401k audit compliance)
- Use Quickbooks to record income, pay bills, and all other bookkeeping including monthly reconciliation of credit card merchant account, credit card statements, and investment accounts
- Monitor balances in various checking and money market accounts and work with Executive Director and President to move funds as needed
- Review employee expense reports & process reimbursements
- Pay bills in a timely manner including preparation of checks for President’s signature
- Set up wire transfers for approval by President
- Run bi-weekly payroll using ADP payroll; prepare and mail annual W-2s and 1099s
- Track employee paid-time-off usage
- Maintain registration with charitable campaigns such as the Combined Federal Campaign and coordinate annual advertising and tabling/outreach
- Compile quarterly lobbying reports and submit as needed to maintain state and federal lobbyist registrations
- Organize documents needed for annual financial audit; work with auditor to answer questions, provide any written backup
- Provide administrative support to the Executive Director and President
- Maintenance of five historic buildings, including two which are rented out to commercial tenants; oversee building repairs, keep up with preventive maintenance (furnace filter replacement, etc.); have some ability to troubleshoot and fix problems yourself but know when to contact a professional; handle tenant maintenance requests to assure quick resolution
- Maintain phone system and computer servers and workstations; work with external vendor to assure that computers are properly patched and virus-protected; seek improved networking solutions for remote staff
• Maintain office supplies and arrange for copier and postage meter maintenance as needed
• Calculate quarterly utility bills for tenants and invoice them; track rent and utilities payments and follow up to ensure prompt payment
• Coordinating annual fundraising mailing
• Allocate office space and computer equipment for visiting remote employees and for interns
• Maintain business and sales tax exemption licenses
• File annual DC Rental Income & Expense report

Education:
• Bachelor’s or Associate’s degree in business management or similar field of study
• Notary license or willingness to obtain one

Skills and Experience:
• 5-6 years of administrative experience, ideally in a small, fast-paced environment
• Fluent in Quickbooks for Windows
• Basic knowledge of general accounting principles
• Experience troubleshooting basic IT issues
• Analytic mindset – looks for trouble and address it preemptively
• Self-motivated to complete tasks with little supervision (but know when assistance is warranted), but also able to work well as a team
• Strong organizational and time management skills and ability to prioritize projects and tasks
• Flexibility to work concurrently on multiple projects and take direction from multiple people
• Quick and enthusiastic learner
• Proficient in Microsoft Office suite
• Interest in animal welfare preferred

Job Location:
Washington, D.C. Remote working will not be considered for this position.

Salary/Benefits:
Hourly rate is commensurate with experience and abilities. Benefits include employer-paid medical, prescription, and dental insurance, employee-paid vision insurance, 401(k) with employer match, paid leave, on-site parking, and commuter benefit program.

To apply:
Please send a cover letter and resume to jobs@awionline.org, “Attn: Office Manager/Bookkeeper.” The position will remain open until filled. No telephone calls, please.