

Office Manager – Part Time, 25-32 hours per week

Organization Summary:

The James J. Hill Center, formerly the James J. Hill Reference Library, is a private, non-profit, business and entrepreneurial center, located in Saint Paul, MN. Since 1921, the Hill Library has housed a world-class collection of practical business information resources. Our mission is “connecting entrepreneurs, business and community.” In addition to our business information, we also host numerous non-profit, corporate, and community events.

This is a position available for a self-directed professional. Responsibilities for this role include:

- Overseeing all phases of Accounts Payable and Receivable, including timely and accurate invoice and check preparation and mailing, entering billing information into QuickBooks and producing financial reports and analyses as required along with general banking responsibilities.
- Liaison with Tax and Audit firms
- Administration of insurance-policy renewals, non-profit tax returns, and compliance items
- Process payroll and quarterly taxes, and employee benefits (including liaising with carriers and employees regarding enrollment, coverage and claims issues), and workers’ compensation insurance
- Track employee PTO and accrual
- Miscellaneous on-going front-office administrative tasks such as file maintenance, answering the telephone, monitoring mail, assisting with correspondence and mailings, greeting guests
- Liaison with Phone, technical support, copiers and computer needs
- Manage general office supplies for the staff
- Back up to front desk staff as needed

Preferred requirements:

- Bachelor’s degree, financial or accounting background and minimum of 2 years relevant experience managing an office or providing operational assistance
- Must have excellent communication skills, both verbally and in writing, and the ability to successfully multi-task and collaborate with others
- Must be proficient in areas such as QuickBooks Online, QuickBooks Payroll, NEON or similar database, Word and Excel.
- Human Resources and benefit administration experience a plus

To be considered, please send your resume and salary requirements with Office Manager in the subject line to [jobs@jjhill.org](mailto:jobs@jjhill.org). We will be reaching out directly to candidates who move on in the interview process. No phone calls please.

The James J. Hill Center is an Equal Opportunity Employer; applicants of all backgrounds, ethnicities, ages, genders, and sexual orientation are encouraged to apply.