

Associate Manager, ILG Administration - Office Manager & Bookkeeper *Employment Opportunity*

Position Background

The Institute for Local Government (ILG) is a Sacramento-based non-profit organization that provides education and training to leaders at California cities, counties and special districts. The ILG office is fast-paced and busy, so we're looking for a fun and dynamic individual who shares our values, can wear many hats, is a team player and a quick learner. The ideal candidate will be very detail-oriented, highly organized and great with technology. If you love spreadsheets, label makers and invoices, this job is for you! The right candidate will have strong accounting, bookkeeping and office manager experience with very good written and verbal communication skills.

ILG's projects and initiatives are constantly evolving, but the primary work of this candidate will include administrative and accounting work as well as office management that includes supporting the Executive Director and the Board of Directors. Some programmatic assistance will also be required.

The person in this position will work closely with every member of the team but will report directly to the CEO & Executive Director.

Qualifications & Experience

The ideal candidate will have four or more years of increasingly responsible professional experience in bookkeeping, accounts payable, accounts receivable, audits, contracts and other administrative support, or a combination of education and experience which provides the required knowledge, skills, and abilities. Formal secretarial training and/or a degree in business administration, public administration, non-profit administration or related field is highly desirable.

Excellent time management and strong administrative and technical skills are a must. The candidate must also be highly proficient in Microsoft applications (e.g., MS Word, Excel, PowerPoint) and virtual meeting software like Zoom, GoToWebinar and Microsoft Teams.

Familiarity with local government practices and processes in California is strongly preferred. Experience or knowledge related to non-profit administration and business accounting is strongly preferred.

About the Institute for Local Government

The COVID-19 pandemic has highlighted the important role of local government in shaping a thriving community. That's why ensuring that local government leaders have the best resources, connections, and knowledge available is essential for their success. With a long history of serving the needs of local governments in California, ILG supports city, county, and special district officials in tackling the state's most pressing and evolving issues.

ILG has a big mission, but we're a small non-profit focused on four (4) key pillars of work:

- **Leadership & Governance**
- **Public Engagement**
- **Sustainability & Environment**
- **Civics Education & Workforce**

[Click here to learn more about ILG](#)

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

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Job Description & Activities

The chosen candidate will be the Office Manager/Bookkeeper for our busy and growing non-profit organization. To be successful in this position you must be an energetic, friendly and flexible professional who doesn't mind wearing multiple hats. You should be experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. We're seeking someone well-organized and detail-oriented who enjoys the administrative challenges of supporting an office of diverse people.

In this role, you will organize and coordinate office administration and procedures to ensure organizational effectiveness, program efficiency, and a fun, productive office culture. The Office Manager is responsible for streamlining administrative procedures and inventory control. You will be responsible for both accounts payable and receivable along with all bank account management and reconciliation tasks. You will closely partner with the CEO & Executive Director and contract Controller on any financial and accounting activities including monthly check runs, bi-monthly financial statements, quarterly board financial packets, annual audits and annual tax returns. To do well in this role you should have previous experience as a Bookkeeper and have used QuickBooks.

You will also actively support our 21-member board of directors with various administrative and scheduling responsibilities, including scheduling meetings, staffing committees, managing policies and procedures and drafting and editing meeting minutes. Occasionally you will be required to plan events and meetings and interface with caterers, venues and other vendors.

Additional Activities/Responsibilities Include:

- Manage all bookkeeping processes, including recording day-to-day financial transactions and completing the posting process; reconciling sales taxes, and bank accounts at the end of each month; monitoring financial transactions and reports; processing accounts receivable and payable; processing checks
- Work with the contracted accounting firm on a regular basis to ensure all financial activities are handled satisfactorily, including the monthly financial reports and the annual audit
- Run requested reports that will help the Executive Director plan expenditures, analyze variances, and carry out necessary corrections to meet organizational goals
- Organize office operations and procedures; be the point person for office management, maintenance, mailing, shipping, inventory, supplies, equipment, bills, and errands
- Ensure filing systems are maintained and current; implement procedural and policy changes to improve operational efficiency
- Coordinate with IT department on all office equipment, like printers, copiers, computers, etc.
- Manage administrative relationships with grantors, clients, vendors, service providers, and others, ensuring that all items are invoiced and paid on time
- Assist the Executive Director with orientation and training of new employees and board members
- Participate actively in the planning and execution of organization events, like board meetings and strategic planning retreats; coordinate internal office activities, like birthday celebrations, retreats and parties
- Help coordinate the Executive Director's schedule, appointments, and bookings, when requested
- Handle external inquiries
- Support the communications team with database management and data entry, including email newsletter contact lists
- Update administrative pages on the ILG website

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- Process donations to the organization and relevant receipts

Work Schedule and Travel

ILG's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities may occasionally require work hours or days outside the normal schedule. Overnight and multi-night out-of-town travel for meetings, presentations and conferences will be required 1-2 times per year. Due to the COVID-19 pandemic, you will work remotely (telework) until the office reopens to staff, which at present is not known.

Employer

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG staff are Cal Cities employees and participate in Cal Cities' benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit, flex accounts, vacation time and holidays. Information about the League of California Cities is available at www.calcities.org.

Compensation & Benefits

Salary: This is an hourly position that is eligible to accrue overtime. Hourly wage depends on qualifications and will be approximately \$27.00 - \$31.00 per hour.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$19,500 per year through the League's ICMA/RC defined contribution plan.

Health and Dental: Employees participate in an optional benefit program that includes dental insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Office Manager/Bookkeeper will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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