



## **Office Manager (Part-Time)**

### **Full Job Description**

Minnesota Institute for Talented Youth is seeking a qualified part-time Office Manager with a passion for working with students and families, experience in database management, and strong technology skills. MITY operates three programs, the bulk of which take place in the summer, that provide over 600 talented 1st-12th grade students with meaningful enrichment opportunities. Its mission is to inspire and challenge intellectually curious students to pursue their passions within a diverse, inclusive community and empower them by building skills and relationships for lifelong success.

The Office Manager, working under the direction of the Executive Director, is responsible for managing large databases in Excel; handling all payroll functions; processing financial aid, payments and donations; managing the budget; and interfacing with students, families, staff and vendors. Applicants should be well organized, a strong communicator, good with numbers, a self starter, and have a good sense of humor.

#### **Primary Duties:**

1. Payroll: Possess working knowledge of QuickBooks Pro 2019 to manage payroll for staff and teachers, pay and file taxes and other quarterly reports, compute and record quarterly investment summaries, issue checks, maintain accurate records; draft staff contracts; collect paperwork for teacher background checks and send to BCA; oversee Nationwide 403b benefits and sick time;
2. Tuition and Financial Aid: Process PayPal, check and cash payments; coordinate MSAEP summer funding; allocate financial aid awards per Director's instructions; maintain accurate records;
3. Student Data: Maintain up-to-date spreadsheets for Director; create digital rosters and student folders for teachers (contact information, grades and other application materials, health forms & concerns);
4. Donations: Process financial gifts; maintain accurate databases (current families, staff, alumni, previous donors); create mailings as directed;
5. Annual Audit: Oversee budget entry into QuickBooks and monitor expenditures; prepare and submit required documentation; ensure proper compliance; assist auditors as needed;
6. Database Management: Record student information in Access; maintain current lists for alumni, staff, Board of Directors, and marketing purposes (families, GT staff);
7. Budget: maintain budget; pay bills; manage MITY's accounts (checking, credit card, and Macalester's Argos account);
8. Supplies: manage course supplies for office and teachers;
9. Miscellaneous Duties: Coordinate vendor relationships (Loffler, Insurance, Twist Office Supplies, Wet Paint, etc.); maintain Board records and meeting minutes (Board Secretary); answer phone; collect mail; other duties as assigned by Executive Director and/or Board of Directors

NOTE: If interested, the Office Manager may also assume Program Coordinator position(s) for an additional stipend(s).

**Required Qualifications:**

1. Experience with Excel and system processes
2. Detail-oriented; strong organizational skills
3. Ability to work flexible hours
4. Excellent written, spoken and digital communication skills
5. Bachelor's Degree or equivalent

**Desired Qualifications:**

1. Experience in accounting, database management and payroll functions
2. Experience with Quickbooks, Access and PayPal
3. Experience with non-profit or educational organizations
4. Pleasant, approachable personality
5. Team player

**Time Commitment:** Average 20-25 hours per week. Must be able to work longer hours during busiest times (January, April - July).

Salary is based on experience and qualifications.

**To apply, send a resume and cover letter to [ebrewins@macalester.edu](mailto:ebrewins@macalester.edu).** Questions should be directed to Erica Brewinski at (651) 696-6591.

MITY is an equal opportunity employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.