



Job Title: Office Manager

Hire Type: Full-Time

Hourly/Salary: Hourly for 37.5-40 hours/week

Wage: \$21-\$26 USD/CAD/hour depending on qualifications & experience

Benefits: All statutory holidays, paid sick leave (accrued), paid vacation leave (accrued).

Full Time/Part Time: Full Time

Position Location: Calais, Maine

About the Opportunity

The St. Croix International Waterway Commission (SCIWC) is a non-profit that was established in 1986 by a Memorandum of Understanding between the State of Maine and the Province of New Brunswick to protect and manage the valuable natural, cultural, recreational, and heritage resources of the St. Croix River.

SCIWC is looking for an **Office Manager** to be part of our team to manage various administrative functions.

Roles and Responsibilities

The Office Manager will report to the Executive Director to fulfill the following:

- Bookkeeping through an integrated accounting software system.
- Managing accounts payable/accounts receivable.
- Payroll/allocations.
- Assisting with tax preparation.
- Organizing and maintaining a company filing system.
- Answering phones and queries from customers, vendors, and the public.
- Managing sales and office inventory.
- Invoicing and communicating with vendors/funders.
- Coordinating meetings and reporting meeting minutes.
- Coordinating communications and events.
- Updating social media accounts and websites.

Qualifications

- Educational background in business administration, or a combination of education and experience.
- Proficient with MS Office Suite and familiarity with administrative functions such as emailing.
- Knowledge of budgeting processes for small businesses.
- Must possess excellent organizational skills.
- Strong written and verbal communication skills.
- Ability to meet deadlines and multi-task.
- Enthusiastic, team-oriented, and self-directed, with a willingness to learn.
- Must be willing to travel (day trips) and possess a valid driver's license.
- Must be willing to travel across the international border between Canada and the United States for work purposes.

Assets

- Familiarity with the St. Croix River and area geography.
- Experience utilizing Sage50 Accounting/Quickbooks, or other comparable accounting software.



- Knowledge/experience working with/for registered charities or 501(c)3 non-profit organizations.

Please send a cover Letter, resume, and 3 references to Neal Berry at director@stcroix.org. For more information about this position please contact the St. Croix International Waterway Commission at 207-952-9069.