

# Minnesota Recovery Connection

## Job Posting

**Job Title:** Office Manager

**Classification:** Exempt

**Type:** Regular, Full-Time

**Salary Range:** \$46,300.00 - \$50,306.00 annual

**Benefits:** Generous PTO accrual and paid holidays; optional individual health insurance plan and Simple IRA.

**Reports To:** Executive Director

**Date Posted:** May 18, 2023

**Application Deadline:** Until filled. Priority given to applications received by June 1, 2023

***To apply, please complete the [application form here](#). (You will be required to submit your cover letter and resume combined as one PDF or Word document in the application form.)***

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Minnesota Recovery Connection (MRC) seeks a motivated individual with strong administrative and organizational skills to manage our day-to-day office operations. Candidates should have a desire to learn and develop professionally, and should enjoy working with a diverse team of mission-driven individuals. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

### **Position Summary and Objective:**

This position exists to manage Minnesota Recovery Connection's administrative operations, including day-to-day financial operations and bookkeeping, database management, equipment management, human resources support, and policy and procedure documentation. The Office Manager works closely with the Executive Director to ensure that MRC's office operations are organized, accurate, timely, and help to build MRC's organizational capacity. The Office Manager also works with MRC's diverse staff and volunteers on a daily basis to problem solve administrative and technical issues as they arise and provide other support as needed.

**See full position description [here](#).**

**Key Responsibilities:**

- Perform accounts receivable and payable functions, including issuing and paying invoices, monitoring payments, recording cash receipts, and preparing bank deposits.
- Reconcile employee expense reports, mileage reports and credit card payments, including verification of correct funding allocations.
- Prepare monthly financial reports to submit to grant and contract funders for reimbursement.
- Develop and maintain relationships with third-party vendors as needed for phone, internet, copier, software, etc. to ensure MRC's technology needs are met.
- Troubleshoot technology issues as they arise.
- Assist MRC supervisors in hiring processes, including job postings, maintaining applicant records, employee onboarding, etc.
- Maintain required employee personnel filesCreate or update documentation for policies and procedures.
- Develop "how-to" guides as needed to aid staff and volunteers.
- Maintain MRC's employee internal Google Site; regularly add and update resources.
- Ensure that supplies are adequately stocked. Purchase supplies and equipment as needed.
- Support the administration of other databases (Salesforce, Apricot, Procentive, etc.) as needed.
- Assist with administration of MRC public events, such as Walk for Recovery and Rally (Caps) for Recovery.
- Support other MRC programs and services as needed.
- Maintain confidentiality and uphold highest ethical standards in all MRC personnel, financial, and other business matters.
- Contribute to a positive and inclusive environment at MRC by maintaining professionalism, working cooperatively with others, conducting oneself as a team player, and treating all individuals with respect and courtesy.

**Competency (Knowledge, Skills and Abilities):**

- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills.
- Strong written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of accounting, human resources, and administrative management practices and procedures.
- Proficiency in Microsoft Office Suite and Google Business applications, including high proficiency with spreadsheets.

- Ability to learn Abila MIP fund accounting software and Salesforce CRM software
- Ability to learn basic nonprofit accounting and bookkeeping practices.
- Ability to learn local, state and federal compliance regulations regarding human resource management and nonprofit business operations.
- Ability to work independently with minimal oversight.
- Highest ethical standards and ability to maintain confidentiality

**Supervisory Responsibilities:** Supervises volunteers and interns as requested or assigned.

**Work Environment:** Indoor office space.

**Physical Demands:** Prolonged periods sitting at a desk and working on a computer. Light office duties.

**Travel:** Occasional travel as needed within the Twin Cities metro area.

**Required Minimum Education and Experience:**

- High school diploma or equivalent
- Proven office management, administrative, or assistant experience
- Proven experience with data entry, record keeping and computer/IT functions

**Preferred Minimum Education and Experience:**

- Previous experience working in accounts payable and receivable and general ledger
- Familiarity with nonprofit fund accounting and grant reporting
- Previous experience with accounting software
- Previous experience with Salesforce CRM platform
- Experience with human resource management and compliance.
- Lived experience with substance use disorder and recovery preferred
- Experience managing state/federal grants, including budget tracking and reporting

**Additional Eligibility Qualifications:**

- Must be able to pass MRC background check
- Must be vaccinated against COVID-19 or have a valid medical or religious exemption

***To apply, please complete the [application form here](#). (You will be required to submit your cover letter and resume combined as one PDF or Word document in the application form.) Applications received by June 1, 2023 will be given priority.***



### **Organization Profile**

Minnesota Recovery Connection (MRC) is a grassroots, 501c3 nonprofit, Recovery Community Organization whose mission is to strengthen the recovery community through peer-to-peer support, public education, and advocacy. We envision a recovery-oriented society, a world where everyone understands that substance use disorder is a chronic disease and people do recover. A society where choosing recovery means rejecting shame, stigma, and discrimination. A society where people in recovery live life fully.

Established in 2010, MRC is the state's oldest Recovery Community Organization (RCO). We are the leading provider of training services that develop individuals' expertise in using their lived experience with substance use disorder *and* recovery to support others as Peer Recovery Specialists or Recovery Coaches. MRC also delivers direct peer-based support to thousands of individuals annually through telephone recovery support services, recovery navigation, one-to-one coaching, volunteer opportunities, social activities, and more. MRC's annual Walk for Recovery in September is the largest all-recovery gathering in the state, and our other events are intended to raise awareness, break stigma, build community support networks, and advocate for recovery support services in the continuum of care.

MRC is a community-based organization that honors all pathways to recovery. Our Board of Directors, Executive Director, staff, and volunteers are people with lived experience with substance use disorder and recovery, including individuals in personal or family recovery, recovery allies, or professionals who serve our community. We use participatory processes in all of our decision-making, program development, and service implementation, and we have a standing Peer Advisory Council that selects its own members independently of MRC.

**Learn more about MRC at [minnesotarecovery.org](https://minnesotarecovery.org).**

### **AN EQUAL OPPORTUNITY EMPLOYER**

At Minnesota Recovery Connection, we are committed to providing culturally responsive services to all Minnesotans. We recognize that a diverse workforce is essential and strongly encourage qualified women, minorities, individuals with disabilities, and veterans to apply.