



## Position Available

### Office Manager

The Lower Providence Community seeks an experienced individual to join our management team. The Office Manager's primary responsibility is bookkeeping and maintaining financial records. Other responsibilities include coordination of and administrative support for fundraising activities, personnel records, and other duties as assigned by the Library Director.

The successful candidate will possess accounting skills, knowledge of and ability to work with computers, effective communication, and interpersonal skills.

This individual must meet or exceed the following qualifications:

- Associates Degree or commensurate level of education, Bachelors preferred.
- Prior automated Bookkeeping Experience, Quickbooks preferred.
- Knowledge of Microsoft Word and Excel.
- Previous experience working with fundraising projects preferred

This position is 25 hours per week, 4-5 days per week. Salary will be commensurate with experience.

To apply, please send cover letter, resume and 3 references by February 15 to Nancy Klein at [msnancyklein@gmail.com](mailto:msnancyklein@gmail.com).