



## Office Manager Job Description

**Location:** Saratoga Springs, NY

**Salary:** \$50-55,000 based on experience with excellent benefits

**Reports To:** Executive Director

**Duration:** Full-time, 40 hours per week

**Application Deadline:** February 27, 2026

### **About Saratoga PLAN**

*Saratoga PLAN (Preserving Land and Nature) is an accredited land trust that stewards and protects farms, forests, and waters of the Saratoga region and the southern Adirondack foothills – now and forever. The lands that Saratoga PLAN conserves are ancestral homelands of the Mohican, Mohawk and Abenaki people.*

*PLAN has a highly motivated, small team. This position supports all parts of PLAN's work and is the first face seen by the public at our office. We're looking for someone who is flexible and willing to assist others when needed.*

### **Primary Job Duties**

The Office Manager is responsible for providing support for organizational operations and administration. The Office Manager develops and implements efficient systems for office administration, bookkeeping, budgeting, financial reconciliation, time tracking, information technology, contract management and operations. This position supports the contributions of other staff, the Board of Directors, and, at times, donors, partners, and volunteers. This is a 40-hour per week position that works closely with and is supervised by the Executive Director.

### **Duties and Responsibilities:**

1. Pay bills and process receipts. Enter all invoices, paid bills, and revenue into the bookkeeping system and make bank deposits at least weekly. Extract information from accounts (QuickBooks) and prepare reports as needed. Complete monthly reconciliations alongside accountant in a timely manner. Coordinate financial record-keeping and review with accountant and auditor and deliver reports for scheduled board and Committee meetings.
2. Process payroll every two weeks. Includes ensuring accurate staff deductions, including health insurance, dental insurance, and IRA.
3. Maintain a neat and well-organized office, as well as electronic and paper filing systems. Organize and maintain office files, storage areas, archives, and common workspaces. Assist with employee on-boarding.
4. Maintain complete corporate records and documents. Maintain corporate registrations for compliance and eligibility purposes. This includes ensuring PLAN's Accredited status with the Land Trust Commission. Maintain records associated with board meetings and bank accounts.

5. Interface with vendors and research and coordinate acquisition and contracts for insurance, office supplies, equipment, payroll service, banking, financial audit, IT services, and other operational needs.
6. Assist with compiling records and reports for annual audit and corporation filings.
7. Provide crucial human resources support including creating annual timesheets, ensure the organization complies with local, state and federal standards, manage annual renewals, facilitate staff trainings.
8. Provide administrative support to staff and board. This support includes, but is not limited to, the following: maintaining information technology systems, word processing, mailing, photocopying, faxing and filing, supporting events, compiling packets and arranging space and refreshments for meetings and community events.
9. Act as the initial touchpoint for general public including phone inquiries, monitor and respond to correspondence from PLAN's info mailbox, greet the public, interact with volunteers, donors, and the Board of Directors with kindness and respect, and assist with event registration and logistics, and mailings as needed.
10. Participate at Community Tabling events as needed.
11. Assist with other projects as needed. Work on other tasks as assigned.

**Qualifications:**

- Computer skills: Proficiency required for: Microsoft Office 365, QuickBooks, and Excel. Helpful: SharePoint back-end knowledge, Salesforce or other robust constituent management database. Must be comfortable learning new technology systems.
- Excellent organizational skills and proven ability to establish and maintain efficient office systems and paper and electronic files.
- Demonstrate a commitment to high quality professional work and attention to detail.
- Ability to communicate effectively and professionally with the public, colleagues, board members, donors, volunteers, and contractors.
- Positive, helpful attitude and commitment to excellence. Team player. Courteous, outgoing personality and a sense of humor a plus.
- Excellent work ethic and ability to establish work priorities and produce accurate results efficiently with a variable, challenging and dynamic workload.
- Motivation to initiate, conceive, develop, explain, and utilize efficient office systems for tracking, documenting, filing, and reporting corporation's business for co-workers, board members and volunteers.
- Trustworthy, loyal, and dependable, with a keen sense of professional discretion for sensitive information.
- Must be able to work independently with periodic supervision.
- Able to work flexible hours occasionally to assist with evening meetings and weekend events.
- This is not a remote position.

**The ideal candidate will have the following skills and experience:**

- Expert in Quickbooks (preferred).
- Associates or Bachelor's Degree in Business, Accounting, Human Resources or other related field.
- Proficient with Microsoft Suite, including Excel and SharePoint.

- Strong IT skills to coordinate with our IT provider to set-up employee laptops and ensure employee compliance with IT and HR training required.
- Strong Communication and organizational skills to manage a dynamic office space.
- Ability to plan, execute and deliver on time-sensitive documents such as checks for land closings and financial reporting for meetings.

### **Salary and Benefits**

Saratoga PLAN offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$50,000-55,000 annually.

The benefits package includes:

- Paid vacation, holidays and sick leave.
- Employer supplement towards health and dental insurance premiums.
- Full match on employer-sponsored SIMPLE IRA plan up to 3% of salary (upon eligibility).

### **Application Instructions**

To be considered for the Office Manager position, please email your resume, a cover letter highlighting relevant experience, and a list of three references to [info@saratogaplan.org](mailto:info@saratogaplan.org). Only those including their 'Last Name, First Name, Office Manager Position' in the subject line will be considered. No phone calls please.

*PLAN recognizes that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. PLAN encourages individuals from all backgrounds to apply and join our engaged community that is committed to environmental conservation. Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*