

# Foundation Management & Pro-Productions, Inc.

## JOB DESCRIPTION

### **Position Title: Bookkeeper/Office Manager**

**Location:** Woburn, MA

**Type:** Full-Time, In-Person (5 Days a Week)

### **Position Summary:**

Foundation Management & Pro-Productions, Inc. is a fast-paced event production and charitable foundation management company seeking a detail-oriented and proactive Bookkeeper/Office Manager. This role requires expertise in QuickBooks Online, payroll processing, and office administration while managing multiple tasks efficiently. If you are highly organized, thrive in a dynamic environment, and have a positive, problem-solving attitude, we encourage you to apply!

### **Key Responsibilities:**

#### **Bookkeeping & Financial Management**

- Manage daily financial transactions, including accounts payable and receivable, expense tracking, and bank reconciliations.
- Maintain accurate financial records using QuickBooks Online, ensuring compliance and accuracy.
- Prepare monthly and annual financial reports for management.
- Process payroll using ADP, Purely, and 401K Trust, ensuring timely and accurate employee payments.
- Assist with budgeting, financial forecasting, and audit/tax preparation.

#### **Office Management & Administration**

- Oversee daily office operations, maintaining an organized and efficient workspace.
- Oversee inventory management and organizational systems for FMP and its clients.
- Manage office supplies, equipment, and vendor relationships.
- Provide administrative support to leadership, including calendar management, meeting coordination, and event organization.
- Assist with employee onboarding, HR paperwork, and administrative functions as needed.
- Track and manage donations, grants, and fundraising efforts.

#### **Client Support**

- Assist account managers with client monthly reconciliation needs
- Track and manage select client auction redemption
- Track, manage and schedule select client appearances

#### **Event Production Support**

- Assist the event production team with administrative tasks such as vendor coordination, budget tracking, and invoicing.
- Ensure that all event-related expenses are properly recorded and stay within budget.

#### **Communication & Coordination**

- Serve as a primary point of contact for internal and external inquiries, ensuring professional and timely responses.
- Maintain open communication across departments to foster a collaborative work environment.

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### Qualifications & Skills:

#### Required Skills & Experience

- QuickBooks Online Expertise: Must have strong proficiency in managing financial transactions.
- Payroll Processing: Experience using ADP, Purely, or other payroll software for accurate and timely payroll management.
- Strong Organizational Skills: Ability to prioritize multiple tasks, meet deadlines, and maintain a high level of accuracy.
- Positive & Proactive Attitude: A problem-solving mindset with a team-oriented approach.
- Time Management & Multitasking: Ability to work efficiently in a fast-paced, deadline-driven environment.
- Excellent Communication Skills: Strong verbal and written skills for professional correspondence.
- Experience in Event Production or Non-Profit Management (Preferred): Knowledge of event planning or fundraising operations is a plus.

#### Education & Experience

- Associate's or Bachelor's degree in Accounting, Business Administration, or a related field (preferred).
- 2-3 years of experience in bookkeeping and office management, preferably in a fast-paced industry.
- Prior experience using QuickBooks Online and payroll software is required.

### Working Conditions:

- Full-time, in-person role based in Woburn, MA (5 days a week).
- Occasional evening or weekend hours may be required based on event schedules.

### Benefits:

- Competitive salary based on experience.
- Health benefits, PTO, 401(k), and additional perks.
- Collaborative and supportive work environment

**To inquire about this position, please contact:**

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