Association of Metropolitan School Districts

OFFICE MANAGER POSITION

October 2026

The Association of Metropolitan School Districts, a non-profit education organization, is seeking an energetic, self-motivated individual to provide part-time financial and administrative/office support. Strong organizational skills are essential. Must be proficient with MS Office applications. Responsibilities include accounting/financial management, meeting and event coordination, agenda and minutes preparation, email communication, and a variety of other tasks. Flexible, hybrid work schedule with an average of 20 hours per week. Position offers competitive hourly wage, retirement plan, and paid vacation/sick time. Position will remain open until filled.

Specific Duties:

Financial:

- Process accounts payable and receivable (QuickBooks)
- Manage online bank transactions/reports
- Prepare monthly, quarterly, and annual financial reports
- Assist with annual budget development
- Oversee organization insurance requirements
- Assist in preparation of annual financial review and payroll audit

Administrative/Office:

- Maintain databases (Excel)
- Coordinate monthly committee and Board of Directors meetings
- Help plan and manage annual conference and events
- Maintain supplies inventory
- Assist with production and distribution of monthly newsletter (InDesign and Mailchimp)
- Assist with website maintenance and calendar updates

Qualifications:

- Strong organizational skills
- Proficiency with MS Office (Word, Excel), Adobe (InDesign) and Google applications
- Accounts payable and receivable experience (QuickBooks experience preferred)
- Familiarity with WordPress or other website maintenance program

Please email your resume and cover letter to:

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