

WANTED: OFFICE MANAGER

The Nevada Independent is seeking an office manager to keep the *Indy* bus moving! This position will handle office management for *The Nevada Independent*. This is primarily a remote/work-from-home opportunity with occasional in-person work. Candidates must reside in Nevada.

The Nevada Independent is the Silver State's only statewide, nonpartisan, nonprofit news organization. Our mission is to deliver high-quality, in-depth journalism on the matters that mean the most to Nevadans — and to hold government and public officials accountable. We aim to educate our readers, while also encouraging them to engage, in order to elevate and broaden the scope of civic debate in the state.

Compensation: \$60,000-\$70,000

Benefits: Health care, vision and dental plan (you pay no premiums). 401(k) plan with an employer match. 12 paid holidays and a generous PTO package. Cell phone allowance of \$25 per paycheck.

ROLES & RESPONSIBILITIES

Human resources

- ☐ Manage on-boarding and off-boarding of employees and freelancers
- ☐ Manage and process payroll and payroll reports every two weeks
- ☐ Manage and update employee handbook
- ☐ Manage 401k services
- ☐ Manage yearly review process and ongoing training

Bookkeeping & financial

- ☐ Deposit checks
- ☐ Categorize financial transactions as requested by outside accounting firm
- ☐ Log member and donor checks in Salesforce
- ☐ Prepare yearly budget with CEO and CRO
- ☐ Manage bill payments and staff reimbursements
- ☐ Manage yearly audit process
- ☐ Bill sponsors and advertisers

Insurance

- ☐ Manage yearly insurance renewals and open enrollment

General administrative support

- ☐ Provide administrative support to the editors, board of directors, advisory council and staff
- ☐ Assist CEO with preparation for quarterly board meetings

- ☐ Assist editors and staff with reminders and calendar management
- ☐ Efficiently perform a variety of online administrative tasks on a variety of platforms
- ☐ Keep logins and passwords updated in LastPass and other tracking systems
- ☐ Communicate actively with coworkers on Employer's internal messaging and email platforms
- ☐ Monitor and reply to inbound communications via numerous company email addresses
- ☐ Attend virtual and in-person meetings and events as requested by Employer
- ☐ Help keep hard copy and electronic files up to date and organized
- ☐ Assist with or manage special projects as needed
- ☐ Coordinate with outside vendors
- ☐ Help improve company processes and procedures
- ☐ Assist with events as needed

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational and administrative skills
- Ability to be flexible if a special project suddenly gets handed to you
- Team builder - The person in this role will consistently interact with others
- Critical thinker - We will never run out of operations to streamline and improve
- Desired tech skills: Quickbooks, Paychex, Google Suite, Slack, Zoom

Ready to learn more about *The Nevada Independent* and our need for an office manager?

[Answer a few questions](#) to get started.

At *The Nevada Independent*, we are committed to a diverse, inclusive work environment that reflects the communities we cover and serve as journalists. Candidates of all backgrounds are strongly encouraged to apply to this position. *The Nevada Independent* is an equal-opportunity employer, and it does not discriminate based on an individual's race, color, ancestry, sex, sexual orientation, gender identity or expression, religion, disability, medical condition, age, citizenship, veteran or military status and all other categories protected under federal, state and local laws. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.