

Future Generations University



ADMINISTRATIVE POSITION:

Office Manager

Please join us as in the next chapter of Future Generations University!

We are strengthening our culture of teamwork, professionalism and personal responsibility, where team members bring a positive mindset, are self-motivated, support their peers, practice effective time management, and are committed to positive social change. Team members are expected to think creatively and bring dedicated drive and passion to their work.

The **Office Manager** will oversee and manage the day-to-day administrative and operational functions of the headquarters office premises ensuring efficient and smooth operations. This role involves administrative assistance, scheduling, technology and facilities support, bookkeeping, accounts payable, accounts receivable, and billing.

About Future Generations University:

The mission of Future Generations University is to advance research, learning, and action toward inclusive, sustainable community change worldwide. We are committed to providing high-quality education to those on the front lines of change, equipping students in the communities where they live with the tools, knowledge, and networks needed to thrive. As the University embarks on a new chapter with the leadership of a [new president](#), we will continue to foster a culture of innovation and continuous improvement, one that responds to evolving challenges and remains dedicated to community-centered and world-circling impactful change. Learn more: future.edu.





Duties:

- Create a welcoming office environment and oversee the day-to-day operations including inventory management ensuring accuracy, efficiency and organization.
- Provide friendly professional telephone coverage including providing basic information and transferring calls and taking messages.
- Coordinate with and perform various administrative duties (scheduling, handling travel arrangements, filing, copying, scanning, taking meeting minutes, assisting with mailings, handling mail, errands, etc.) with different teams and external partners.
- Creating, editing and proofreading documents, spreadsheets, and presentation decks.
- Maintain accurate paper and digital records, filing systems, and office documentation.
- Perform account reconciliations, accounts payable and accounts receivable functions, ensuring timely processing, accurate coding and compliance.
- Administer institutional credit cards including reconciliation.
- Assist with and support external and internal audits, ensuring all necessary documentation is prepared and compliant with policy, procedures, and regulatory requirements.
- Maintain effective internal controls to safeguard company assets and ensure accurate financial reporting.
- Assist with human resources activities, including coordinating recruitment and onboarding, maintaining employee records, administering benefits, supporting performance review processes, and ensuring compliance with employment laws and company policies.
- Perform payroll functions that may include payroll processing, maintaining payroll records and handling any payroll-related inquiries - ensuring accurate and timely payments.
- Manage sensitive information with discretion and professionalism.
- Support internal and external events including logistics and technical support.
- Assist with Airbnb and facilities logistics - including guest support, upkeep, and maintenance which may require some off hour work.
- Uphold the mission, vision, and values through professional conduct and a commitment to continuous improvement.
- Comply with all applicable policies, procedures, laws and regulations.

Required qualifications:

- Minimum 3+ years of experience in a financial role or 5+ years of experience in an office support role
- Excellent attention to detail and analytical skills
- Manages time well and has a commitment to follow-through and

- completion of tasks
- Excellent interpersonal, phone, customer service and verbal / written communication skills
- Handles conflict gracefully, and creates a professional, calm, and respectful atmosphere
- Knowledge of accounting, accounts receivable, accounts payable and/or payroll
- Strong organizational and analytical skills
- Comfortable with computers and technology, and experience with accounting software
- Open to learning, willing to adjust, and always looking for ways to grow—both personally and professionally.
- Must be energetic, positive, well-organized, and capable of functioning effectively in an independent environment and on a team.
- Ability to manage priorities and multiple projects simultaneously.
- Ability to handle interruptions without losing their place
- Ability to identify and resolve issues effectively.
- Ability to understand and follow written and verbal instructions
- Ability to work some weekends, off hours
- Ability to drive legally in the United States

Qualifications which are a plus:

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field
- Experience with nonprofit organizations and grants

Location and hours:

The successful candidate will be required to work Monday through Friday in our mountain headquarters' office (Franklin, WV) from 9:00 am to 5:00 pm with an occasional need to work irregular hours and/or weekends. An alternative schedule of working four days per week in the office may be considered. Background information is available at Future.Edu.

Physical Demands:

This position requires limited travel, ability to drive a car (with a valid license), is

physically demanding requiring the ability to walk unaided up and down hills and over uneven terrain; bend, stoop, reach above head; fine and gross motor skills, and work in close quarters. The employee must have normal visual acuity at near and far distance with correction and hear spoken words with correction. Must be fluent in English. While performing the duties of this position, employee is required to sit and work at a computer. The employee is frequently required to use hands to finger, handle, touch objects, tools or controls and to talk fluently. The employee must occasionally lift or move heavy objects (up to fifty pounds).

Equal Opportunity Statement

Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity or genetics. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Benefits:

- Retirement Matching (up to \$200/pay period)
- Health, Dental & Vision Plan available (employer pays 80% of employee & 50% of dependent premiums)
- Medical and Dependent Care FSA available
- Employee will work 230 days per year with the ability to determine their preferred holiday and time off schedule

The salary range for this position is \$35K-50K per year, plus benefits. Actual salary will be commensurate with the experience, skills and qualifications that the candidate brings to the position. Interested candidates should send a letter of interest, three professional references and CV/Resume to people@future.edu.