



OFFICE MANAGER POSITION

Office Manager/Bookkeeper Position Open at PAR Louisiana

Job Title: Office Manager/Bookkeeper

Location: Baton Rouge, LA (On-site)

Job Type: Full-Time

Salary: \$60,000 - \$70,000 per year, based on experience

Start Date: Position available immediately

About PAR

The [Public Affairs Research Council of Louisiana](http://www.parlouisiana.org) (PAR) is a nonpartisan, non-profit research organization, dedicated to producing quality, independent research and policy recommendations, educating the public and engaging members and stakeholders in our work.

Position Summary

PAR is seeking a highly organized, detail-oriented professional who can manage day-to-day office operations, maintain accurate and timely financial records and provide administrative support to PAR's staff and board. The successful candidate will be able to work both independently and collaboratively in a team environment and will play a critical role in supporting PAR's mission.

Responsibilities

Bookkeeping and Financial Management

- Manage accounts payable and receivable, including online and credit card transactions.
- Process payroll twice monthly; manage related benefit forms and contributions.
- Reconcile bank and credit card accounts; prepare monthly and quarterly financial statements.
- Assist with annual budgeting and year-end audit processes.
- Maintain grant tracking, investment documentation and sales tax reporting.
- Serve as QuickBooks administrator, overseeing processes and data integrity.

Office and Administrative Management

- Oversee daily office operations, equipment and supply ordering.
- Manage mail distribution, phone messages and building-related issues.
- Maintain official records, vendor files and compliance filings (e.g., Secretary of State reports, lobbyist reports).
- Support board and committee meetings, including scheduling, materials preparation and taking minutes.

Highly Valued Skills and Experience

- Proven experience in office management and bookkeeping roles.
- Proficiency in QuickBooks and Microsoft Office Suite.

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- Strong understanding of bookkeeping and financial reporting principles.
- Excellent organizational, time-management and multitasking skills.
- High attention to detail and problem-solving abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience with payroll processing and tax filings; nonprofit accounting is a plus.
- Congenial, positive outlook and able to work well as part of a team.

Benefits

- Competitive salary (\$60,000 - \$70,000/year)
- Retirement savings program with company match
- Health care insurance plan

Please submit a resume to PAR Communications Director Alex Tirado at alex@parlouisiana.org (225)926-8414 Ext. 222.