

One80 Place  
JOB DESCRIPTION

**Office Manager**

The Office Manager oversees basic office functions of a 85+ person non-profit organization including human resources duties. The Office Manager will report to to the Chief Financial Officer and provide support to administrative and management staff members, including the CEO and Chief Operating Officer. The Office Manager will also serve as the finance assistant to support the CFO in the entry of payables, receivables and other basic accounting functions.

**STATUS:** full-time, regular / exempt

**SPECIFIC REQUIREMENTS:**

1. Bachelor's degree in a related field. Relevant experience will be considered in lieu of a degree.
2. Three to five years of experience in an executive support or office manager role.
3. Knowledge of basic accounting functions.
4. Knowledge of human resources functions including benefits management and administration and new hire onboarding.
5. Excellent verbal and written communication skills. Attention to detail, initiative and forward thinking is critical.
6. Excellent computer skills including basic office programs and the ability to learn and utilize appropriate database programs and financial software.
7. Ability to work independently and as part of a fast-paced team.
8. Ability to relate effectively to diverse individuals.
9. Proven capability of handling confidential/sensitive information in a professional manner.
10. Ability to problem solve, prioritize work tasks and utilize critical thinking skills.

**SPECIFIC DUTIES:**

1. Responsible for daily accounts payable data entry into Financial Edge software.
2. Responsible for accounts payable reconciliations.
3. Responsible for preparing and submitting various grant reimbursement requests.
4. Responsible for daily mail collection and distribution.
5. Responsible for processing payroll.
6. Assists the Chief Financial Officer with month-end close and monthly bank reconciliations.
7. Assists the Chief Executive Officer with administrative duties, including tasks involving the Board of Directors.
8. Assists the Chief Operating Officer with annual benefits enrollment, annual performance reviews, periodic recruiting efforts (job posting, screening candidates, pre-employment checks), employee uniforms, employment verifications, employee requests, etc.

9. Assists the Chief Program Officer with background checks and ordering supplies as needed.
10. Manage personnel files (includes monthly filing) and Operations/IT Inventory List.
11. Provide new employee onboarding including new hire paperwork, benefits explanations and enrollment, tour of property, issue keys and supplies, E-verify processing and maintenance, etc.
12. Manage office supplies and ordering. Maintain neat and orderly administrative and staff kitchen environment.
13. Manage usage of the conference room by outside organizations and internal functions (invoicing, technical assistance, catering orders, room setup, billing, unlocking doors, etc.).
14. Manage internal meeting room calendar.
15. Manage vehicle compliance including yearly audits and coordinating online safe driver training for employees.
16. Other duties as assigned.

**PHYSICAL, ENVIRONMENTAL AND SENSORY DEMANDS:**

1. Sound mental reasoning.
2. Excellent organizational and time management abilities.
3. Superior communication skills, verbal and written.
4. Corrective vision and hearing to normal range.
5. Ability to move between office locations.
6. Ability to lift 25 pounds.
7. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.