

Children of the Immaculate Heart

JOB DESCRIPTION

TITLE: Office Manager

FLSA STATUS: Non-exempt

SUMMARY

It is the responsibility of the Office Manager to supervise the daily operations of the Headquarters Office; professionally represent Children of the Immaculate Heart to the public, to its customer base, to its staff, and to its clientele. Primary responsibilities include the provision of clerical support to the Administrative Team and basic fiscal tasks and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of the Office Manager include but are not limited to:

- Office Management
 - Support tasks and supervise special projects for the Administrative Team.
 - Assist with the provision of requested information by Administrative Team personnel.
 - Accountable for incoming and outgoing mail.
 - Accountable for the proper reception of telephone calls and messages.
 - Facilitate the flow of documents needing signatures.
 - Operate and oversee the functioning of specific business equipment as required.
 - business equipment as required.
 - Maintain personnel files.
 - Accountable for the cleanliness and organization of the office.
 - Accountable for the posting of required regulations and schedules.
 - Preparation of various reports as requested.
- Fiscal Tasks and Record Keeping
 - Maintain appropriate fiscal records and files.
 - Accounts payable and/or accounts receivable data entry into QuickBooks.
 - Prepare payroll information and distribute payroll checks.
 - Manage petty cash distribution and reconciliations.
 - Prepare monthly education invoice.
 - Prepare monthly STRTP invoice.
 - Prepare monthly census reports.
- Other duties as assigned.

PRINCIPLE INTERACTIONS

The primary relationships of the Office Manager include the Executive Director and the Administrative Team.

QUALIFICATIONS

The position of Office Manager must have a high school diploma and a minimum of 5 years experience in an administrative lead position which includes bookkeeping. This position requires computer skills and experience with cloud use of Microsoft Word, Excel, a database, and QuickBooks. The following attributes are required: 1) Above average communication skills both written and oral; 2) Ability to handle a complex workload; 3) A courteous and professional manner with people.

A valid driver's license from the state of employment is required.

Must be able to pass Random Drug Tests.

Must be able to pass Background Check.

AUTHORITY LEVEL

Office staff as assigned.

REPORTS TO

Executive Director

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license from the state of employment is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and speak and hear. The employee must occasionally lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.