



Office Manager Job Description

JOB TITLE	Office Manager	DEPARTMENT	Business Administration & Educational Opportunity Programs
REPORTS TO	Chief Executive Officer (CEO)	FSLA STATUS	Full-Time, Salaried, Exempt
DIRECT REPORTS	N/A		

Job Summary

Perform all office clerical duties and tasks to ensure the day-to-day functions of the office are executed. Assist with the management and monitoring of overall business and financial operations related to the administration of a small non-profit organization to ensure organizational effectiveness, efficiency, and safety. Serve as the liaison for the accounting firm, and assist with problem-solving fiduciary issues as needed.

Duties and Responsibilities

- Provide project information to those who inquire by phone, mail, or in person.
- Prepare letters/e-mails, presentations, and reports.
- Distribute, collect, and process various personnel forms, supply, and equipment requests.
- Assist with scheduling staff meetings and making facilities arrangements.
- Organize and service meetings (produce agendas and take minutes).
- Organize company events and make conference travel arrangements for staff.
- Develop and maintain an organized administrative filing system.
- Manage and maintain office assets and inventory.
- Track and monitor contracts, MOUs, leases, permits, insurances, registrations, and subscriptions.
- Obtain bids for goods and services.
- Manage relationships and serve as a point of contact with vendors, service providers, and landlords.
- Assist with the management of receipts, billing, and budgets.
- Assist with coordinating the organization’s annual year-end audit with independent auditors.
- Build on technical and professional knowledge by attending educational and professional development workshops, building networks with industry professionals, and reviewing industry publications.

Education & Experience

Associate’s degree in business administration, office technology, or related field. Three (3) years of full-time related work experience or an equivalent combination of education and experience. Bachelor’s degree preferred. Experience with developing internal processes, procedures, and filing systems. General knowledge of fiscal management.

Additional Attributes

- Well-developed spelling, grammar, and proofreading skills.
- Ability to perform advanced word processing using MS Word and basic functions using MS Excel, PowerPoint presentations, Publisher for newsletters and program forms, and QuickBooks.
- Ability to effectively communicate with individuals internally and externally.
- Ability to plan and manage workload and daily tasks efficiently.
- Must be highly organized and detail-oriented.
- Ability to set up a home office and perform all duties from the home workspace when necessary.
- Ability to work independently with little or no supervision.

Physical Requirements

Able to sit and perform computer work for lengthy periods. A significant amount of time is regularly spent answering and speaking on the telephone and corresponding via email to individuals internally and externally. Database entry via computer keyboard that requires repetitive head and wrist movements and long periods of monitor viewing. Able to lift up to 25 pounds.