



Office Manager

Position Summary:

Under the supervision of the Associate Executive Director of Community Health, The Office Manager is responsible for all aspects of the office functions of the Y. The manager is responsible for leading and/or managing the operating functions to include: bill payment and processing, payroll processing, credit card reconciliation and technology and administrative support for the Executive Director and CEO.

Qualifications:

- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have strong interpersonal, human relations and customer service skills
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be able to work autonomously within the Y's core values of Caring, Honesty, Respect and Responsibility.
- An understanding of the business transaction cycles: 1) point of sale to final collection, 2) Purchase requisition to vendor payment, 3) employment hiring through payroll.
- Must have excellent written and oral communication skills. Must have effective conflict resolution skills and ability to maintain confidentiality.
- Ability to respond to safety and emergency situations.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Excellent personal computer skills and experience with standard business software.
- Ability to develop and use spreadsheets and standard systems.
- Bachelor's degree in related field preferred or equivalent work history.
- Ability to attend trainings and meetings as required even if scheduled outside normal working hours.
- Current CPR/AED certification or ability to become certified within 90 days.

Essential Functions:

Accounting

- Work with contracted support for bill payment, data collection and payroll processing.
- Coding of invoices.
- Makes daily bank deposits and identifies errors and notifies supervisor.
- Identifies, documents and reports and collection problems, discrepancies, or other irregularities discovered that impact business operations.
- Collects receipts from directors for a credit card reconciliation.



Human Resources

- Works with Department Directors and contracted support to complete all payroll forms.
- Help train and guide Directors on proper procedures and guidelines.
- Maintains risk management information (worker's compensation and incident reports).
- Helps facilitate open enrollment for medical insurance.

Technology

- Helps maintain technology and network with contracted support.
- Oversight of data and phone lines, reporting any issues to the supervisor.
- Helps identify and document IT issues.

Administrative/Operations

- Runs various reports needed for business decisions.
- Maintains documentation for contracts and third party funding sources.
- Provides information and administrative support for Associate Executive Director/CEO. All other duties as assigned.
- Actively participates in the Annual Campaign, Classic and any other campaigns, by helping to raise dollars toward the branch goal.
- Completes regularly scheduled MOD (Manager on Duty) shifts and attends Leadership meetings.

Work Conditions and Physical Demands

- The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Ability to thrive in an environment with unique challenges of a non-profit community service organization.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require kneeling, bending or leaning.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry food and supplies weighing up to 25 pounds.
- Long periods of viewing data on a computer and/or paper.

Full Time Exempt position

Benefits: Health, Dental, Vision; Retirement after 2 years



Salary: 50-60K DOE

Open until filled

Email employment application, cover letter and resume to mwilliams@wooddriverymca.org