

## POSITION DESCRIPTION

### OFFICE MANAGER

**Qualifications:** Candidate must have the ability to work independently with clear judgement and initiative. Must have working knowledge of computer programs and software including Microsoft Windows 97, Word, and Excel. Typing skills, knowledge of office equipment including fax machine and copier, and ability to troubleshoot. Candidate must be flexible, organized, and able to handle the day to day office operations. Professional demeanor is a must.

**Duties:** Under the direct supervision of the Executive Director, responsible for the day to day office support including but not limited to:

1. Answering and directing incoming phone calls, taking messages and making appropriate referrals when necessary. Responsible for maintaining the office phone log.
2. Processing daily mail.
3. Preparing correspondence, spreadsheets, reports, brochures and other written material as directed.
4. Maintaining all office files in an organized and efficient manner.
5. Establishing and maintaining program databases as directed.
6. Responsible for preparing various reports to funding sources as directed, particularly the Feura Bush Rental Assistance and related monthly reports.
7. Monitoring financial aspects of office operations including bank deposits, phone charges, data entry of financial information, etc.
8. Running errands as necessary and directed including securing Board signatures on checks, picking up office supplies, shopping for refreshments for Board meetings, etc.
9. Research related to office operations as directed by the Director including securing price estimates for office equipment, brochures, etc.
10. Other duties as directed.