



Office Manager

SCOPE OF WORK:

The Office Manager is a 40 hour per week position exempt position responsible for accounting and office administration; 25% direct services with youth/volunteers of Time Out Youth Center. The position reports to the Executive Director.

RESPONSIBILITIES:

Bookkeeping

- Prepare invoices, print checks, invoicing and reimbursements from accounting system
- Process cash receipts and deposits, including tracking credit card donations
- Assist Executive Director in prepare report including but not limited to Board of Directors and grantors
- Ensure all agency documents are up to date
- Manage deadlines for end of month and year end reports and donations

Donor Database Management

- Maintain and update donor database
- Track donations, pledges and in-kind donations
- Assist with appeal mailings, invitations and newsletters
- Prepare acknowledgements and thank you letters
- Process matching gift requests
- Prepare year end donor statements

General Administrative Support

- Assist with Human Resources responsibilities: setup personnel files, track timesheets, keep PTO records up to date
- Keep appropriate inventory office supplies and order as needed
- Maintain office products in good working order
- Maintain relationships with vendors and suppliers
- Trouble shoot technology issues/problems; serve as primary contact for technology vendors

Youth, Volunteers and Community

- Manage agency volunteers for special events
- Provide crisis counseling and referrals for youth
- Provide referral and resources to community members
- Schedule Community Room
- Manage Community Art Gallery
- Assist tenants and staff as Center receptionist

REQUIRED QUALIFICATIONS:

- 5 + years general office administration experience
- Demonstrated experience with accounting systems (QuickBooks or Financial Edge) and Donors Database (Giftworks or Raisers Edge)
- Working knowledge of general accounting principles
- Working knowledge of desktop technology and office software (Microsoft Office)
- Familiarity with basic office machines (printers, copiers, fax, etc.)

DESIRED SKILLS:

- Problem-solving: Can identify and resolve problems by skillfully gathering and analyzing information, identifying alternative solutions and advancing best solution.
- Resourcefulness: Operates successfully without direction, exhibits sound and accurate judgment
- Communication: Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively.
- Project Management: Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget.
- Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time
- Motivational Fit: Operates with highest integrity, inspires trust and respect. Contributes to the team effort by pitching in, maintaining a positive attitude, and actively supporting decisions once they are made. Accepts responsibility for own mistakes and takes action to correct them.

COMPENSATION PACKAGE:

Salary: \$35,000

Benefits: Professional development funds, paid clinical supervision, mileage reimbursement, health insurance, simple IRA

Details: 40 hours per week, some evening and weekend hours as needed

TO APPLY:

Please submit a resume and a cover letter detailing your unique qualifications and interest in the position by email to Rodney Tucker, Executive Director:

Email: RTucker@timeoutyouth.org

Time Out Youth Center is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, age, marital status, disability, personal appearance, family responsibility, or political affiliation. Women, trans identified individuals, veterans, and people of color are encouraged to apply.

Deadline for Application Submission: December 15, 2017

Start date: January 1, 2018 (negotiable)