



JOB DESCRIPTION OFFICE MANAGER

FUNCTION:	Administrative position involving administrative services, payroll, benefits, human resources, and office management responsibilities
STATUS:	Full-time
CLASSIFICATION:	Exempt
REPORTS TO:	Finance Director
WORKS WITH:	Associate Director, Development Director, and Executive Director

Human Resources, Fiscal, and Benefits Responsibilities:

1. Manage the administration of employee compensation using payroll software.
2. Manage the administration of benefits and retirement programs, including medical, dental, COBRA, short- and long-term disability, and 401(k) plan.
3. Oversee maintenance of employee HR files, benefits files, maintain group benefits information, and update employee payroll records.
4. Track and process checks and credit card donations according to accounting procedures.

Office Responsibilities:

5. Maintain the office condition and arrange necessary repairs, cleaning, or updates as needed.
6. Maintain inventory of office and kitchen supplies and materials. Place supply orders as directed.
7. Provide backup support for administrative functions as needed, including reception, greeting clients and visitors, and posting, opening, and distributing daily mail.
8. Perform other routine office tasks and responsibilities as assigned.
9. Act as liaison with Association House and the Association House Facilities Department for office repairs, room scheduling, and other relevant communication.

Qualifications

1. Dedication to empowerment of survivors and children, as well as a commitment to and understanding of anti-oppression and social justice work.
2. Capacity to work effectively with others of diverse ages, languages, races, ethnicities, sexual orientation, religious beliefs, mental/physical abilities, and socioeconomic status.
3. Excellent phone, interpersonal and communication skills.
4. Ability to work independently and cooperatively.
5. Proficiency using personal computer, copier, fax, postage machines, and other standard office equipment.
6. Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.
7. Proficiency in FundEZ and Paylocity, or willingness to learn how to use these systems.
8. Must be able to lift up to 25 pounds.
9. Availability to work a flexible schedule including some evenings, nights, weekends and



holidays.

10. Knowledge of domestic violence and crisis intervention, or availability to complete CAWC's 40-Hour Domestic Violence Training.

Employee Signature: _____ **Date:** _____