**Office Manager Job Description**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Office Manager</th>
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<tbody>
<tr>
<td>REPORTS TO</td>
<td>Executive Director</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Non-Exempt (Hourly)</td>
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</tbody>
</table>

**STS MISSION**
Equipping individuals and their families with the skills to thrive through providing solutions, resources, and support.

**STS VISION**
Skills to Succeed believes in a world of dignity, opportunity and inclusion for all people. We believe that people are capable of full participation in their community when provided the appropriate solutions, resources, and support.

**STS VALUES**

| RESPECT | People should be treated with courtesy and respect in recognition of their dignity. |
| CHOICE | Individuals should make decisions and choices about their lives. |
| SOLUTIONS | Options, opportunities and solutions are the focus rather than problems. |
| CREATIVITY | Imagination and innovation create a rich, progressive environment. |
| QUALITY | Services should be excellent, resulting in meaningful impact. |
| EXPERIENCE | The opportunity to fail and succeed increases potential and experience. |
| COMMUNITY | Individuals should be active participants in their communities. |
| INDEPENDENCE | Give support, but don’t rescue; Give assistance, but don’t enable. |
| RESPONSIBILITY | Personal choices and appropriate behavior increases social opportunities. |
| EMPLOYMENT | Work is the first and preferred option for working age adults. |

**Summary:** The Office Manager supports STS, a non-profit agency, in day-to-day functioning through general office support, financial management, program and administrative support. The Office Manager maintains a positive working environment through organization and support of team members. Primary duties include bookkeeping, insurance billing, payroll and administrative support. The Office Manager should be a team player and seek ways to enhance STS services through supporting team members and the overall functioning of the agency.

**Duties and Responsibilities:**

1. Complete financial activities and maintain appropriate financial records.
   - General bookkeeping duties including accounts payable and receivable.
   - Complete insurance billing and other billing for agency programs and activities.
   - Complete payroll for agency staff and contractors (twice monthly).
   - Reconciliation of agency accounts.
   - Assist in maintaining budget through budget entry and monitoring.
   - Make ongoing tax payments.
   - Preparation for and assistance during financial audits.

2. Provide support to office and team.
   - Support daily functioning of building/office.
   - Greet visitors and clients in a positive and professional manner at office and via phone.
   - Schedule appointments and meetings as needed.
   - Monitor and purchase supplies along with organizing supplies and office records.
   - Ensure safety by completing or scheduling general maintenance of building/grounds and vehicle.
   - Ensure professional appearance of office through organization and supplemental cleaning as needed.

3. Enhance program functions through support and flexibility.
   - Assist program staff in obtaining needed information or tools.
   - Complete monthly and ongoing support of program files/records to ensure compliance.
   - Assist in program activities as appropriate and applicable.
4. Assist with administrative functions of the agency.
   • Assist with correspondence and communication.
   • Maintain donor database.
   • Prepare for and attend board meetings (every other month).
   • Assist in organization of/attendance to events, meetings and fundraisers as assigned.
   • Monitor and report grant funds; assist with grant applications and research as needed.
   • Organize and maintain HR files.
   • Assist in recruitment and hiring of new staff.
   • Update and maintain agency website.
   • Assist with technological needs and access for agency staff.

5. Positively represent Skills to Succeed.
   • Uphold agency values.
   • Understand and follow through with agency systems and protocols.
   • Follow agency policies and procedures.
   • Communicate positively and clearly with your supervisor and coworkers.
   • Meet established timelines and deadlines.
   • Maintain satisfactory attendance to work shifts, staff meetings and other assigned agency functions.
   • Complete needed training by established deadlines.
   • Maximize and responsibly utilize agency and community resources.
   • Complete duties assigned by supervisor or designee.

Qualifications:

- Highly-organized team player who is positive and professional
- High School diploma or GED; advanced education and/or certifications preferred
- Strong computer skills including use of standard Office programs, maintaining databases and navigating websites and & online media; previous insurance billing experience preferred
- Experience maintaining financial records; QuickBooks experience preferred
- Ability to pass criminal/registry background checks
- Clear tuberculosis screening (due to licensing of services)
- A valid driver’s license & insured vehicle
- Ability to pass and maintain required training

Working Conditions: The Office Manager works in a changing environment that adjusts to the needs of the day as well as individuals in program services. The environment may, at times, be fast-paced with interruptions, distractions and deadlines. The Office Manager needs to be flexible and be able to adjust to changing needs or activities. The work can occasionally be physically demanding including lifting or moving items up to 50 lbs. The Office Manager must have an insured vehicle in good working order to utilize for incidental transportation required for supply purchase, off-site meetings and occasionally transporting program participants to activities.

Required Training: New Employee Orientation, Intro to Developmental Disabilities, CPR/First Aid, Abuse, Neglect & Exploitation, Blood Borne Pathogens, HIPAA/Privacy & Confidentiality, and any other assigned training.

I have read and understand the position description as written. I also understand that this position may be updated to more accurately reflect the position.

Signature: 

Date: 