

Position Description Office Manager

Job Title: Office Manager

Reports to: Executive Director

Part-Time: 20 – 25 Hours per Week

The Position:

The Office Manager is a member of the Operations Team and is primarily responsible for maintaining the smooth function of the Take Stock Manatee office by managing essential Financial and Human Resources processes across all functions of the Take Stock Manatee Organization.

Responsibilities:

The Office Manager will:

- Manage Financial and Accounting Processes in compliance with the Financial Policies and Procedures using QuickBooks and other approved forms and tools:
 - Revenue Receipt
 - Disbursements
 - Budget and Cash Flow Tracking
 - Reconciliation
 - Reporting
 - Support Preparation of annual 990
 - Continuous Process Improvement
- Manage Human Resources Processes for staff, contractors, and volunteers in compliance with the Employee Handbook using Paychex and other approved forms and tools:
 - Recruitment
 - Payroll
 - Performance Management
 - Employee Exit
 - Continuous Process Improvement
- Manage Non-Mentor Volunteer Activity in collaboration with the Community Council or Renamed Entity:
 - Support Recruitment Activity
 - Volunteer Placement
 - Tracking & Reporting
 - Recognition
 - Continuous Improvement
- Manage Office Logistics for entire Take Stock Manatee Organization:
 - Interface with School District / appropriate parties to manage technology procurement and maintenance

- Team administrator for Papercut – School District photocopying system
 - Team administrator for gmail / takestockmanatee.org
 - Office and Printing Supplies Management and Ordering
 - Coordinate weekly team meetings
- Manage Financial Compliance with Take Stock State Organization:
 - Prepare Quarterly Affidavit
 - Coordinate Scholarship Pledge & Purchase
- Facilitate interface with the Board of Directors by:
 - Consolidating and distributing documents for Board Meetings every two months.
 - Preparing printed Board Packets in advance of Board Meetings.
 - Preparation of Board Orientation Books for new board members.
 - Ensure Board emails are promptly returned.
- Support organizational effectiveness by:
 - Preparing monthly expense reports and mileage claims for Executive Director.
 - Preparing Expense Request Reports for invoices received twice per month.
 - Scheduling individual and team meetings with the Executive Director.
- Attend weekly staff meeting.
- Other tasks and duties as required

Core Qualifications & Attributes:

- Postsecondary degree required, Bachelor's or higher preferred.
- Reliable, Detail-Oriented
- Effective communication and active listening skills and a professional demeanor with donors, students, parents, mentors, and staff, in person, in writing and over the phone.
- Basic computer skills and effectiveness with Microsoft Office suite.
- Ability to work with a team of individuals from different facets of the community.
- Fast-paced, exciting environment requires ability to prioritize, work independently, and multi-task proficiently.
- Effective time management and organizational skills.
- Must be comfortable interacting with donors and supporters on the phone, in writing and in person.
- A strong connection to Take Stock in Children's mission and values along with a desire to serve and work with diverse populations, especially disadvantaged youth. A passion for helping break the cycle of poverty through higher education.
- Ability to attend functions in the evening and on weekends as required.
- Have access to adequate transportation to attend off-site meetings and functions on a regular basis.
- Willingness to forego health insurance, 401k, paid vacation days and paid sick days.
- Ability to accept a fluctuation in pay and hours based on budget.

Employment Eligibility:

- All offers of employment at Take Stock in Children are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Work Environment: Employees work in office and school environments and engage in travel to school sites and colleges. The employee is frequently required to stand and sit for extended periods of time and walk through out school campuses.
- Proof of employment eligibility as required by law.
- Resume of past employment
- Registered sex offenders (or anyone required to register) or individuals convicted of a felony crime are prohibited from employment with Take Stock in Children.
- Two completed reference forms

As an equal opportunity employer, Take Stock in Children hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.