

## **JOB DESCRIPTION: OFFICE MANAGER**

### **I. General Description**

The Office Manager maintains the day-to-day operations, finances and communications for the Channing-Murray Foundation. They work with paid staff and volunteers who help with office-type work. The Office Manager is supervised by and reports to the Director. This is a part-time position.

### **II. Compensation/Hours**

The Office Manager will work 15 hours per week. The Director must approve vacation time. Pay rate is \$15/hr.

### **III. Duties and Responsibilities**

- A. CMF Finances
  - ▽ Enters credits and debits into Quickbooks.
  - ▽ Prepares biweekly checks as directed by the CMF Treasurer.
  - ▽ Manages timely payment of payroll, taxes, and bills.
  - ▽ May authorize expenditures for minor CMF repairs under \$50.00.
  - ▽ Reconciles Quickbook records with bank statements.
  - ▽ Provides monthly financial reports for the Board and if possible attends CMF Board
  - ▽ Files quarterly employment tax
  - ▽ Files annual 990
  - ▽ Prepares W-2s
  - ▽ Prints, compiles, and files employment related forms
- B. . Red Herring Finances
  - ▽ Weekly entry of sales data
  - ▽ Monthly state and city sales tax
  - ▽ Budgeting for RHVR
- C. . CMF Parking Lot Management
  - ▽ Manages advertising and assignment of CMF parking spaces, distributing parking permits upon receipt of rental fees.
  - ▽ Informs property committee of maintenance of CMF parking signage as needed.
  - ▽ Oversees CMF parking compliance and towing if needed
- D. Management of CMF Rental Facilities
  - ▽ Schedules CMF rentals and negotiates and signs CMF rental contracts.
  - ▽ Manages the collections and records for security deposits and rental fees.
  - ▽ Arranges for CMF hosts for scheduled events as needed.
  - ▽ Maintains rental records and brings recommendations to the CMF Board about rental/fee issues.
- E. Manages CMF Office Operations
  - ▽ Files correspondence and billing invoices.

- ▽ Manages the foundation's database of CMF newsletter or other CMF mailings.
- ▽ Maintains CMF computer files as requested by the Board and/or the Director.
- ▽ Compiles and updates the Dinner Reservation list for the annual Tagore Festival as checks are received.
- ▽ Communicates with CMF security and maintenance staff as needed.
- ▽ Creates weekly backup of CMF computer files.
- ▽ Alerts appropriate persons of required fire, health, and pest control inspections.
- ▽ Writes monthly Office Manager Report to submit at board meeting.
- ▽ Compiles and files monthly board meeting agenda, minutes, and reports.

#### F. Managing CMF Office Communications

- ▽ Establishes a regular schedule in collaboration with Director
- ▽ Brings in, sorts, and channels CMF mail to appropriate staff and board members
- ▽ Answers the CMF phone and relays messages left for staff and Board members.
- ▽ Checks CMF email and deals with requests, etc accordingly.
- ▽ Maintains a current address list of members and donors, including phone and email addresses for CMF.
- ▽ Maintains the computer CMF Master Schedule of Events.
- ▽ Works with the Director and Board to update the CMF bulletin boards and Wayside Pulpit
- ▽ Sends thank you cards to donors.
- ▽ Collaborates with director to update website and send out regular newsletters

#### IV. Professional Skills and Training

The Office Manager should have:

- Experience with Quickbooks and finance
- Experience working in a professional setting
- The ability to follow instructions and work independently
- Possess sound judgment in decision-making
- The ability to work with a great variety of people
- Good organizational skills
- Competence with computers, word processors, and spreadsheets

#### V. Evaluation

The Executive Committee or Director meets with the Office Manager after the first four weeks of employment to review the position and provide constructive feedback. The Executive Committee will also schedule an annual job review at a

mutually convenient time for the committee members and the Office Manager.

VI. Termination of Employment

The Office Manager is required to give a 30-day notice prior to resigning. CMF also will give the Office Manager a 30-day notice before terminating his/her employment. If CMF fails to give the Office Manager a 30-day notice for his/her termination, CMF shall pay the Office Manager an amount equal to his/her wage for 30 days.

(Edited By Director October 2020)