

JOB DESCRIPTION

DATE: August 2020
POSITION TITLE: Office Manager
ORGANIZATION: United Way of Marion County

PURPOSE OF POSITION:

- To provide administrative support to the organization.

DUTIES AND RESPONSIBILITIES:

Administrative:

- Assist President with Board management – notices, RSVPs, minutes, portal, etc.
- Manage usage of the Conference Room

Reception:

- Answering /Directing calls
- Greeting guests

Finance:

- Accounts Payable entry
- Responsible for financial tasks such bank deposit preparation and check processing
- Receiving incoming donations
- Assisting in other financial functions of the organization

Events:

- Assist in event planning and preparation as needed
- Tracking RSVPs as appropriate

Mailing:

- Log and prepare all out going mail
- Manage bulk mail preparation
- Coordinate & prepare various mailings

Purchasing & Maintenance:

- Coordinating vendors – Office cleaning, Lawn service, etc.
- Order and maintain inventory of office, kitchen and bathroom supplies
- Ensure maintenance of office equipment (except computers)
- Keep lobby, bathrooms and kitchen areas neat

Volunteer Coordination:

- Responsible for recruiting, scheduling, assigning activities and supervision of office volunteers.
- Maintain tracking of volunteers and volunteer hours
- Other duties as assigned

**Perform other duties as assigned.

JOB RELATIONSHIPS:

- Maintain frequent contact with staff, volunteers, general public and vendors.

JOB REQUIREMENTS:

Education:

- AA degree or equivalent experience

Experience:

- Two years clerical/secretarial/customer service experience

Knowledge & Skills:

- Telephone & greeting skills, interpersonal communication, basic bookkeeping, working in a volunteer environment, knowledge Microsoft Office software (Word, Excel), multi-tasking, organizational skills.