



Job Title: Office Manager

Hourly Range: \$17.25- \$18.25

Exemption Status: Non-exempt 40 hours

Minimum Qualifications: High school diploma/GED

Educational: 2 years of college in related field preferred (can be substituted for experience)

Experience: Experience in an administrative office or clerical role, knowledge of software packages, IT skills.

Substitution: Certificate or degree from accredited agency in office management

Key Skills for Office Management: Reliability and discretion, adaptability, communication, negotiation and relationship-building skills, organizational skills, problem solving skills, initiative, leadership and the ability to “make things happen”, budgeting skills, attention to detail.

Responsible to: Executive Director

Responsibility and Authority: This position is responsible for the overall operation, efficiency and effectiveness of the HCF® main office, to provide assistance in achieving HCF’s mission, in compliance with related federal, state, and local regulations and HCF policies and procedures.

Essential Duties:

- Attend and take minutes of Senior management and staff meeting
- Organize meetings and in house events
- Dealing with incoming correspondence, complaints and queries
- Monitor Info@ e-mail & Hotmail email & Goody Delivery
- Backup monitor for Social Media; and Facebook emails
- Assist with mass mailings via USPS
- Manage office budget Assist DHS and ED with maintaining records for KDADS state licensing
- Responsible for iTherapy database and sending out annual paperwork
- Assist preparation of financial report for periodic Heartstrings newsletter
- Promote and participate in all HCF fundraising activities
- Generate positive image of and public relations for HCF
- Enter CC and deposit information into QB
- Prepare and send invoices for Day Service Obligations and billed GD sales
- Manage office supply inventory and ordering
- Manage incoming and outgoing mail

- Responsible for filing all accounts receivable and payable
- Recording and filing meeting minutes for staff and management meetings
- Back up for printing monthly data sheets for red folders
- Back up to monthly data sheet exchange in red folders
- Post job openings when notified by ED or DHS
- Back up for tracking Sacks monthly/quarterly goals
- Backup for tracking GD & DB monthly/quarterly goals
- Distribute time sheets and record payroll for staff each pay period
- E-mail payrolls for staff and employees to Accounting
- Create General bank deposit
- Back up for all other deposits
- Back up for employee payroll
- Technical support
- Oversee tablets and Intuit reports
- Back up for tracking all fundraiser trackers
- Attendance in accordance with HCF policy

Nonessential Duties:

- Assist Management staff with filing as needed
- Back up for Goody Delivery® Money Box reconciliation
- Other duties as needed including but not limited to assisting with any and all employees as needed, adhering to the Team Leader job description.

Required Physical Activities:

- Maintain CPR/First Aid certificate
- Ability to lift 30 lbs or 1/4 of body weight

Driving Requirements:

- Ability to travel independently to various locations
- Ability to adhere to HCF's transportation policy

Other Requirements:

- Maintain all training required by HCF
- Ability to meet state required background checks
- Submit to periodic drug testing
- Excellent written and verbal communication skills
- Problem-solving and decision-making ability
- Ability to supervise the work of others
- Ability to communicate in English (hearing and speech)



- Professional conduct
- Dress in accordance with HCF policy
- Bondable
- Good documentation, organization and tracking skills
- Good computer skills—Word, Excel, Publisher, iTherapy, Office 365
- Detail oriented
- Ability to meet tight deadlines
- Ability to manage frequent interruptions
- Ability to work independently and as a team member

Signature Employee

Date

Signature of HCF Executive Director

Date