

## **MoveFwd Office Manager**

Reports to: Executive Director

### **Position Summary:**

In collaboration with and under the direction of the Executive Director (ED) of MoveFwd, the Office Manager carries out a wide range of administrative duties that includes, but is not limited to, administrative support for the ED and Program Director (PD), board of directors, and administrative support in all aspects of agency work, including payroll, employee benefits, accounts payable and receivable, preparation of financial statements and reports, grant reporting and follow-up, Human Resources, organizational correspondence and all assigned activities that support the mission of MoveFwd.

The Office Manager exercises considerable latitude in approaches to assignments and is expected to develop solutions, within the parameters of precedent and policy, to a variety of problems that may arise. Has contact with vendors, insurance carriers, schools, clients and grantors as well as MoveFwd employees.

### **PRIMARY RESPONSIBILITIES:**

#### **Finance**

- Performs administrative functions in QuickBooks, including accounts payable and receivables, quarterly taxes, invoices and general ledger transactions
- Prepares employee time sheets for bi-weekly payroll with vendor
- Obtains approval from Board Treasurer for quarterly taxes
- Makes bank deposits
- Prepares monthly financial reports
- Leads preparation of annual financial audit
- Follows internal financial control procedures and makes recommendations to Finance Committee as needed
- Generates reports as needed for Executive Director, Program Director and Board of Directors

#### **Human Resources**

- Administers employee benefits including record maintenance and processing health, dental, PTO, disability, benefit plans, with vendor
- Assists in benefit program changes and researches, identifies and recommends improvements
- Facilitates an annual HR audit
- Maintains personnel files, licensing changes and training records
- Leads administrative portion of new employee and volunteer on-boarding and off-boarding, including background checks
- Ensures timely and accurate communication of information regarding employee status changes and new hires
- Administers leave of absence accounting and tracking
- Maintains employee handbook
- Researches state or federal regulations regarding employment policies and practices
- Serves as liaison with payroll and benefits vendors

**Office Administration**

- Responsible for ensuring the effective management of MoveFwd office, resources and supplies
- Manage inventory and ordering of office supplies and marketing materials
- Provide administrative support to the ED, PD and Board of Directors (BOD)
- Ensures all telephones, laptops, computers, printers, copier are in working order and provides assistance when necessary. Serves as lead with tech vendors
- Serves as liaison with vendors including Hopkins School District
- With the Program Director assembles, compiles, formats and reports current outcomes as required by funders
- Manages office budget

**Fundraising, Marketing and Special Events**

- Using fundraising software, provides administrative support and reports to the ED and BOD in all fundraising activities
- Serves as lead for all agency mailings
- Assists in coordination, planning and reporting for special events and meeting planning
- Tracks all donations and processes thank you letters

**Volunteers and Donation Opportunities**

Working with the Housing Manager:

- Update website for volunteer and donation opportunities
- Run background checks on volunteers who will be in contact with clients
- Talk with potential volunteers and communicate about current opportunities

**Special knowledge/skills**

- Excellent knowledge of Word, Excel, QuickBooks, Google, Survey Monkey, database and presentation softwares
- Detail-oriented with proven math aptitude
- Meets deadlines and can work independently
- Strong communication, writing, problem solving, organizational and time management skills
- Ability to maintain confidentiality
- Knowledge of state and federal regulations related to payroll and HR issues
- Ability to analyze workflow, develop and implement improvement plans
- Ability to maintain confidentiality

**Education/work experience**

- High school diploma required
- Associate or Baccalaureate Degree preferred
- Minimum 2 to 3 year experience working in bookkeeping and HR