

---

---

## **Office Manager**

Reports to: Chief Executive Officer

FLSA Status: Exempt

---

---

### **SUMMARY:**

The Office Manager is a dual-role involving full spectrum Human Resources and Office Management responsibilities. The Office Manager is responsible for all hiring related activities, supervises all payroll activities, maintains personnel files, coordinates fringe benefits, and addresses employee questions or grievances. Additionally, the Office Manager is responsible for organizing and coordinating the affairs and operations of the Central Office, and ensures that administrative functions of the office are performed in a manner that is timely, responsive, and adequate to the Agency's needs. The Office Manager provides administrative support to the CEO and the senior management team.

### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates and oversees all activities related to the hiring of new personnel and volunteer recruitment.
- Coordinates and oversees all employee fringe benefit programs, including enrollment.
- Calculate and submit monthly invoices for fringe benefits, to include, all insurances and retirement, in a timely manner to assure continuation of benefits.
- Coordinates and oversees all activities related to the preparation of the Agency payroll, including the coordination of direct deposits and responding to employee inquiries regarding payroll issues.
- Prepares typed letters, reports, and other correspondence from drafts, rough notes, working papers, and oral instruction that requires the personal attention of the Director.
- Makes necessary arrangements for out-of-town travel and accommodations for the Director and senior management team.
- Reviews outgoing correspondence for accuracy, completeness and conformance with agency policy.
- Maintains a schedule of events on all meetings, etc, in which the Director is to take part.
- Also, maintains a file on required reports and the time frame or dates when they are due.
- Keeps a record of appointments and schedules of events that the Director is to attend or otherwise be involved.
- Maintains office files and other records that are of importance to the Director in a manner that will be retrieved if needed.
- Responsible for assisting with all matters regarding the Agency's administrative functions and matters regarding the Agency's Board of Directors.
- Will assist as needed on all program activities and serve as the information clearinghouse for all staff.

## COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

- Occasionally, the supervisor may assign other related duties.

### **QUALIFICATIONS:**

- Bachelor's Degree preferred, but will accept a lesser degree and combined experience in Human Resources and/or Payroll procedures.
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work.
- Proficient with Microsoft Office products including Excel, Word, PowerPoint and Outlook.
- Must be able to organize and schedule meetings for upper management utilizing electronic tool.
- Strong Communication skills to communicate with all levels of the organization, including committee members and board members.
- Extremely knowledgeable working with Payroll Systems, FLSA guidelines, meeting deadlines for required filing and processing payroll, and working with spreadsheets/calculations.
- Must have the ability to work with people of varying degrees of experience and background.
- Must be able to interpret written and oral instruction and effectively complete such tasks as may be directed. • Have an interest in continuing education, such as workshops, etc.
- Must have a valid Drivers' License.

### **PREFERRED SKILLS:**

- Previous experience working with PAYROLL SYSTEMS, and other HRIS payroll systems.
- An Associates or Bachelor's Degree in Business Administration or related field.
- Familiarity with Human Resources compliance regulations and court orders.
- Knowledge of 1095's a plus.

### **PHYSICAL DEMANDS:**

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on

## COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

In the event of an organizational restructure, the Agency will maintain all Senior Management Staff.