

# Bridging The Gap Position Description

<b>Job title</b>	<i>Office Manager/HR Assistant</i>
<b>Reports to</b>	<i>Operations Director</i>
<b>FLSA</b>	<i>Exempt</i>

## **Job purpose**

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, detail - oriented, flexible and enjoy the administrative challenges of supporting an office of diverse people.

## **Job Responsibilities:**

### ***Office Logistics***

- Responsible for managing office services by ensuring office operations and procedures are organized, filing systems are designed, supply requisitions and receipts are reviewed and approved and that clerical functions are properly assigned and monitored
- Oversight of Office Space maintenance, tidiness, organization and layout
- Implement and oversee adherence to office policies and procedures
- Provide general support to visitors and answer general phone line
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Participate actively in the planning and execution of company events
- Maintain fleet records and registrations
- Set up new employees in office systems and with computers
- Troubleshoot computer and phone issues

### ***Financial Administration***

- Manage relationships with vendors, service providers, ensuring that all items are invoiced and paid on time
- Collect W-9's and prepare 1099's annually.
- Make deposits and enter into QuickBooks financial system and Salesforce Database
- Prepare and enter monthly allocation spreadsheets and enter into QuickBooks
- Prepare invoices for grants and government contracts
- Reconciliation of credit card statements and upload into QuickBooks.

### ***Human Relations***

- Partner with HR to maintain office policies as necessary
- Responsible for supporting the recruitment of staff including but not limited to posting job descriptions for the office and providing orientation and training to new employees
- Process new-hire paperwork and maintain personnel files
- Create and process timesheets
- Maintain HR schedules such as PTO, review dates, and training

### ***Executive Support***

- Provide general administrative support to Executive Director as needed

### **Qualifications**

- 3-5 years of proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and QuickBooks
- Knowledge of bookkeeping, data and administrative management practices and procedures
- Strong sense of discretion for working with confidential employee information
- Strong work ethic – ability to lead by example and maintain a good attendance record
- Commitment to diversity, inclusion and equity in the workplace; valuing all perspectives and encouraging contributions by all team members
- Good driving record over past 3 years

### **Working Conditions and Physical requirements**

Major physical activity frequently used in this position include:

- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Walking: Must be able to frequently move and traverse about on foot to accomplish tasks.

Physical requirements of this position include:

- Light work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects.

### **Positions Supervised**

Office Volunteers

### **Salary & Benefits**

Benefits include 90% of health, dental and vision insurance, and life and 100% disability insurance, 2 weeks of paid vacation, paid holidays including the week between Christmas and Year's Day, supportive team atmosphere, flexibility and a dog friendly office.

Pay range is \$34,000 – 44,000

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap  
Attn: Becki DeRusseau  
1427 W9<sup>th</sup>St, #201  
Kansas City, MO 64101  
[Becki.DeRusseau@Bridgingthegap.org](mailto:Becki.DeRusseau@Bridgingthegap.org)