

Job Opening

Office Manager

Job Summary

Assists the CEO and VP, Finance in all phases of administrative operations and implementation of policies.

Qualifications

- **High school diploma (or equivalent) and minimum 5 years bookkeeping and/or accounting experience**
- **5 years administrative management experience**
- **Exceptional communication skills, both verbal and written**
- **Accomplished computer knowledge with experience in Microsoft programs and QuickBooks.**
- **Experience with budget management**
- **Ability to work as a team member**
- **Understanding of Confidentiality laws**
- **Excellent organization skills with a keen eye for detail**

Major Responsibilities

- **Works in collaboration with VP, Finance in gathering financial data to formulate the annual budget**
- **Provides administrative support to the CEO, including office organization and community relations**
- **Provides assistance with Board support including meeting minutes**
- **Manages the day to day bookkeeping functions including Accounts Payable and billing**
- **Assists with maintaining business records and files required by HUD, State of NC, Mecklenburg County and United Way. Follows reporting procedures to community agencies and other funding resources**
- **Works with VP, Development in grant expense tracking**
- **Provides back up to the receptionist**

Contact

Human Resources
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