

William G. and Marie Selby Foundation, Inc.

Office Manager Position Description

The Office Manager at the William G. and Marie Selby Foundation is part of a four-person team. This position is responsible for the organization and coordination of office operations. The Office Manager works closely with the Foundation's President/CEO to ensure all activities are handled in a responsive and accurate manner.

Executive Assistant

- Coordinates appointments and meeting schedule for President/CEO.
- Handles meeting logistics and supporting materials.
- Arranges Annual Meeting, Investment Meeting, Board Grant meetings, and Board Committee meetings.
- Maintains Board Orientation Manual, tracks evotes, and composes Board meeting minutes.

Financial Reporting

- Receives all invoices and ensures accuracy. Resolves any discrepancies.
- Prepares check request forms and submits to appropriate personnel for approval in a timely manner. Processes checks using electronic banking system and confirms bank account balances.
- Using QuickBooks Online (QBO), enters checks and ensures accuracy of coding. Enters investment account activity and generates monthly journal entries.
- Monitors all bank accounts and the investment account. Reconciles all accounts monthly and works closely with accountant to resolve any issues.
- Prepares monthly financial reports and submits to President/CEO in a timely manner.
- Prepares and submits bi-monthly payroll and 403(b) payments.
- Prepares annual budget using projections and contacting vendors for anticipated increases.
- Works closely with auditors to ensure all information is provided in a timely manner.

Office Management

- Monitors voice mail system, answers calls, and prepares for visitors.
- Responsible for ensuring adequate supply of office supplies. Researches and obtains quotes on computers and other equipment.
- Negotiates and coordinates activities with outside service providers.

Human Resource

- Maintains employee records and files.
- Works with outside vendors for health/life/LTD/dental/vision insurances.

Compliance

- Monitors financial compliance requirements (reporting due dates, expenditures requirements, deadlines for disbursement of funds, etc.)
- Demonstrates through words and actions Selby Foundation Declaration of Donor Intent and Selby Values statement.

Internal Reporting

- Prepares customized reports for President/CEO and/or Board.
- Prepares relevant information and updates as requested by President/CEO.

Information Management

- Maintains all financial record-keeping systems (both electronic and physical).
- Manages website content using WordPress, including the creation and posting of new information.
- Oversees the organization's technological needs and coordinates with various service providers to ensure that all systems are maintained appropriately.

Technical Skill Set Requirements

- Proficient with QBO accounting package.
- Extensive experience with Microsoft Office: Excel (charts, graphs, basic equations, etc.), Word, PowerPoint, and Outlook.
- Excellent interpersonal, oral and written communication skills.
- Comfortable being self-directed and working independently.
- Enough familiarity with database concepts/structure/workflow to be able to accurately assess problems and potential fixes, then communicate them succinctly to vendor(s) for action.
- Knowledge of computer networks sufficient to manage online backup and shared folders on public drive.

Prior Work Experience

- Prefer five years of office management work.
- Extensive experience with QBO