



Rocky Mountain Youth Corps Position Description

POSITION TITLE: Office Manager

POSITION TYPE: Full Time, Year-Round, Salary, Non-Exempt Employee

COMPENSATION: \$57,000- \$64,000

BENEFITS: Full Benefit Package including: Medical, Dental, Vision, LT & ST Disability and Life Insurance. 401(k) Retirement Plan, Vacation and Sick Time, Holiday Pay, and FMLI Leave.

Please apply via the application link on our website, or by clicking this [link](#).
Position open till filled

Summary

The Office Manager (OM) is a senior staff position responsible for assisting and managing various aspects of the non-profit operations. The Office Manager reports directly to the Chief Executive Officer.

Position Summary:

The essential duties of the OM are to provide support and assistance to the Finance Department and Chief Executive Officer, manage office and campus-wide needs, and other administrative support as needed. The basic functions include a range of tasks including accounting and employment intake, record keeping, board of directors support, and office/campus management. The focus areas below describe the types of activities this position will assist with.

1. Accounting

a. Accounts Receivable and Accounts Payable

- i. The OM will assist the finance team in processing receivables and payables including entries into Quickbooks, Salesforce, and other systems.

b. General Finance and Accounting.

- i. The OM will assist the finance department in preparing bank deposits and reconciliations; inputting credit card transactions; timesheet tracking; payroll processes including entering seasonal hires into QuickBooks; processing donations, grants, program fees, and state and federal filing support for tax returns, reports, and audits.

2. Board of Directors Support

- a. The OM is responsible for assisting the CEO in the coordination of the board members and meetings, including but not limited to:

- i. Scheduling and advertising meetings, receiving and analyzing RSVPs;
- ii. Preparing for meetings and retreats – coordinating food, board packets, and supporting documents as needed;
- iii. Attend meetings, and record minutes;
- iv. Maintain board member paperwork, profiles, birthdays, and other information and correspondences;

3. Facility Management

a. Office/Facility Management

- i. The OM will manage office supply inventory and purchases, conference and meeting room preparation, pick up mail and sort, and other related tasks.
- ii. The OM will lead and plan special events in coordination with other staff.
- iii. Oversee and manage all aspects of facility management including maintenance, upkeep, purchasing, and related expense and tracking paperwork including but not limited to doors, locks, lights, lightbulbs, electrical, internet and phone ports, flooring, HVAC, window maintenance (changing out storm windows and screens, repairing, cleaning, replacing, etc);
- iv. Manage facility accounts, invoicing and budget (Schrader Propane, Contractor Plowing/Snow Removal, Twin Enviro Trash Services, etc.);
- v. Coordinate scheduling and management of RMYC meeting spaces with the board and outside groups;
- vi. Manage all aspects of the buildings' security systems;
- vii. Manage inventory, maintenance, replacement, upkeep, servicing, etc of all technology and serve as the primary point of contact for all computer and phone systems;

b. Campus Management

- i. Oversee and organize lawn maintenance and organization of RMYC campus;
- ii. Oversee and manage watering, planting and upkeep of planters and other areas of the property;
- iii. Oversee snow removal contractors in winter months;
- iv. Manage all facility and grounds improvements with contractors and staff.

4. Administrative Support

- a. The OM will assist the HR department in processing seasonal incoming employees including background checks, paperwork, data entry and retrieval, demographics, orientations, E-verify, and other related tasks;
- b. Deposit checks at local bank and ensure accuracy and other financial responsibilities as assigned;
- c. Other administrative duties as needed as assigned;

MINIMUM and PREFERRED QUALIFICATIONS

Related work experience (3 years minimum preferred). Experience working with a diverse group of people in a team atmosphere.

Knowledge, Skills & Abilities

- Must be detail-oriented
- Ability to maintain accurate and complete records
- Ability to complete tasks in a detailed and timely manner
- Proficient with Microsoft Word, Excel and Google Suite.
- Ability to manage competing priorities while meeting deadlines
- Strong written and verbal skills
- Ability to work independently
- Ability to work well with others in a team atmosphere
- Familiarity with Quickbooks

PHYSICAL DEMANDS and WORK ENVIRONMENT

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. The ability to safely drive an organizational vehicle may also be required. The noise level is typically low to moderate.

Rocky Mountain Youth Corps is an Equal Opportunity Employer and a Drug Free workplace. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.