Sexual Trauma Services of the Midlands

Job Title: **Office Manager**

Reports To: Executive Director

Salary Range: $30,000-$33,500 (plus health and life with 401(k) after 1 year with 3% match)

Qualifications:

Bachelor's Degree and 4-6 years office management and administration experience/or equivalent combination of education and experience. QuickBooks Accounting Software – minimum of 4 years utilizing QuickBooks to manage accounts payable/accounts receivable and full payroll processing, including quarterly and annual payroll tax returns. Proficiency with Microsoft Excel, Microsoft Outlook and Microsoft Word. Grants Management experience a plus.

General Summary of Duties:

Responsible for general office management of Sexual Trauma Services including administrative, financial, and technical responsibilities.

Administrative:

- Coordinates and directs administrative support functions
- Maintains agency records
- Implements office policies and procedures
- Purchases and maintains supplies and equipment
- Handles service contracts and calls
- Provides technical support (phone and computer system) to employees
- Manages internal and external communications
- Maintains staff annual and sick leave records
- Arranges employee and consultant training

Human Resources:

- Prepares and maintains employee and consultant files and forms
- Performs functions of benefits administrator
- Prepares documentation and assists in response to employee claims and reference checks

Financial and Grants Management:

- Prepares and processes payroll, taxes, IRA payments, and payroll tax forms
- Writes all checks and maintains documentation of monthly income and expense transactions
- Tracks financial records through the use of accounting software
- Prepares monthly and quarterly grant requests for payments
- Maintains financial records associated with local restricted funds and Federal and State grants
- Reviews and assesses monthly financial reports and works closely with auditor on yearly audit
- Prepares quarterly revenue and expense projections and monthly cash flow reports as requested
- Reconciles monthly income and expenses through QuickBooks
- Tracks donations, both financial and in-kind
- Assists in fiscal year budget preparations

*Sexual Trauma Services of the Midlands prides itself on a highly-efficient team environment. We value open communication, support, autonomy, and development for staff, volunteers, and clients, leading to the realization of full individual potential and a cooperative spirit. *Resumes accepted until position is filled*. If interested, please email a cover letter, resume, and references to Ginny Waller, Executive Director at ginny.waller@stsm.org. No phone calls please.