

Family Promise of Wake County, Inc.
Job Description
Office Manager – Part Time

Job Title: Office Manager
Reports To: Executive Director
FLSA Status: Non-Exempt
Pay Range: \$16.00 to \$22.00 hourly
Last Reviewed: 05/15/2023

Summary

Coordinate daily buildings operations and volunteers, maintain accurate operational and financial records, provide administrative support and assistance to staff and interns.

Essential Duties and Responsibilities:

Resource Center Operations Responsibilities:

- Coordinate Resource/Campus Center volunteers and activities using provided software.
- Receive Resource Center visitors and potential guests and refer to appropriate staff. Provide, schedule and document regular, preventative and as needed maintenance for the Resource Center, vehicles and housing units. (Change air filters, hang bulletin boards, etc.)
- Ensure that Resource Center van and trailer are inspected, licensed and fueled as needed.
- Conduct thorough inspections of apartments after families move out and effect repairs as needed.

Financial Responsibilities:

- Deposit checks using a bank scanner and record them in QuickBooks & Salesforce.
- Document donations (via check and online) and provide written thank you notes promptly.
- Transfer all online donations to the bank and record them in QuickBooks.
- Deposit guest money in escrow and operating accounts and record them in QuickBooks.
- Record transfers and checks written from various accounts in QuickBooks. Provide the Accounting Service with invoices received weekly; file them with confirmation of payment. Maintain financial policies, procedures and records for annual audit. Provide shelter operations expenses and other requested expenses with all supporting documentation to the Executive Director monthly.

Administrative Responsibilities:

- File invoices (utilities, office purchases, etc.) with confirmation of payment.
- Maintain guest databases (ES, THP, NLL, RRH) and agency mailing list.
- Enter guest information into NC HMIS and provide guest folders for case managers.
- Provide statistics for grant applications.
- Run HMIS reports for Shelter Operations as needed.
- Prepare bulk mailings and take them to the Bulk Mail Center.
- Maintain office and postage supplies.
- Maintain an adequate supply of the various brochures and forms.
- Answer telephones, refer calls to staff and take accurate messages.

Additional Responsibilities as Assigned:

- Provide administrative support as needed to staff members.
- Perform additional duties as needed and directed by the Executive Director.

Minimum Qualifications:

- High School Diploma
- 2+ years of office management or administrative support experience
- Proficiency in MS Office and Google applications
- Proficiency in QuickBooks online and Salesforce
- Excellent oral and written communication skills
- Excellent organizational skills

Preferred Qualifications:

- Excellent organizational skills
- HMIS certification or willingness to be certified in HMIS
- Experienced in Salesforce
- Property Management
- Volunteer Management

Physical Demands/Working Conditions:

- Exposure to outside weather conditions
- Sitting for long periods of time.
- Ability to lift 40 lbs.

Other Requirements:

- Valid North Carolina Driver's License and satisfactory driving record
- Current valid proof of car insurance
- Acceptable background report

Schedule & Compensation:

Regular schedule consists of 8 hours on Monday, Wednesday and Thursday with 4 hours on Tuesday (or weekend coverage) for approximately 24 – 28 hours per week and may involve an occasional evening or weekend. There are no healthcare benefits offered to this position. Employee may be eligible to participate in the employer's 401(k) plan after one year of employment.

To Apply:

Please send a cover letter, resume and minimum salary requirements to: Scott Ferris MPA, LSW, Executive Director, Family Promise of Wake County at scott.ferris@familypromisewake.org by Tuesday, May 23, 2023. EOE. No phone calls please.