



Office Manager

Summary:

This is a full time position with Sussex County Habitat for Humanity's administrative staff. This person will be responsible for creating and maintaining the accounting records using QuickBooks, establish and direct general office procedures, work closely with the Finance Manager and be able to work well in a small group.

Reports to: Manager of Finance & Administration

Supervises:

- Office volunteers to provide support in areas as office reception, data entry, mailings, organizing office and updating procedures for effectively running the office.
- Habitat Partner Families who are doing their sweat equity in the administration office.

Specific Duties and Responsibilities:

Bookkeeping:

1. Manage the daily operations of all accounting and bookkeeping functions including but not limited to: A/P, A/R, deposits, journal entries, and bank reconciliations.
2. Reconciling accounts monthly.
3. Generate monthly reporting.
4. Provide necessary documentation for external reporting.
5. Manage QuickBooks accounting for the ReStore.
6. Make bank deposits
7. Help prepare for the annual audit.

Office Management:

1. Schedule, train and supervise office volunteers to ensure that volunteers are in the office during open hours to accomplish the following tasks (where no volunteers are available, personally fulfill the tasks):
 - a. Welcome guests/visitors.
 - b. Answer phones, direct calls, take messages, and ensure that they are forwarded to the appropriate person.
 - c. Process outgoing mail.
 - d. Assist SCHFH leadership with specific clerical tasks for special events or programs.
 - e. Ensure that the office represents a clean, organized and welcoming environment.
 - f. Ensure that office supplies are ordered when needed.
 - g. File fax, copy, word process, data entry as needed by committees and other staff members
2. Manage insurance policies for organization.
3. Manage basic Human Resource functions such as tax forms and data sheets.
4. Ensure office procedures and manuals are up to date and being used.
5. Provide office orientation to all new office volunteers, interns, AmeriCorps and staff

6. Responsible for maintenance and repair of computer systems, phones, and office equipment (including purchasing, and securing appropriate service contracts when needed)
7. Develop and manage filing system

Executive Assistance:

1. Support the Executive Director in administrative duties as necessary or requested.
2. Work on special projects as needed by the Finance Manager or Executive Director.

Hours:

- Full-time, Monday through Friday, 9:00 – 5:00 and occasional evening or weekend events.

Skills, Knowledge, Qualifications:

- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to learn and use Habitat's database system.
- Fluency in Spanish preferred.
- Excellent people, communication, organization and management skills.
- Associates degree in bookkeeping, accounting or finance, or equivalent work experience.
- 3-5 Minimum years of bookkeeping/accounting function.
- Strong QuickBooks skills and experience.
- Strong Excel and Word skills.
- Ability to work independently and in a team environment.
- Attention to detail and good communication skills.
- Desire and ability to promote the principles and mission of Habitat for Humanity.
- Valid driver's license.

Application Process:

Please send a cover letter, resume, and a list of three references as electronic attachments to apply@sussexcountyhabitat.org. We will not contact your references unless you are a finalist for this position and we have spoken to you about this first.