

JOB DESCRIPTION

POSITION TITLE: Office Manager
REPORTS TO: Director of Operations and Development
STATUS: Exempt
SALARY: \$60,000
LOCATION: Anchorage, AK

SUMMARY

The Office Manager ensures the office runs smoothly and efficiently, provides support for Finance and HR activities, manages vendor relationships, addresses technical and maintenance issues, and coordinates the day-to-day needs of the agency. Responsibilities include managing and maintaining office systems and inventory, suggesting and implementing improvements, and overseeing filing and records management. This position may include supervision of the Receptionist.

JOB DUTIES

General:

- Adhere to all policies and procedures outlined in the Operations and Personnel Policy Handbooks.
- Provide services in accordance with the Four A's mission statement.
- Maintain confidentiality for all clients and program participants.

Finance Support:

- Coordinate general and agency payments, and conduct day-to-day data entry and processing for financial transactions.
- Assist in verification of cash and voucher counting, bank deposits, and agency payments.
- Assist with record management for fundraising and agency events.

HR Support:

- Oversee important employee lifecycle items, including the application process, employee enrollment in benefits, timesheet submission, staff PTO calendar management, and voluntary termination.
- Track and monitor important HR and staffing timelines, including benefit anniversaries, annual training schedules, and employee review dates.

Technical Support:

- Address routine technical and maintenance needs, and coordinate with designated staff for complex issues.
- Assist with updating digital forms and converting documents to PDF fillable forms as needed.
- Oversee the digitization of paper records and maintain digital archives.

General Office Support:

- Manage and maintain office systems and inventory, and recommend improvements for organization and efficiency.
- Provide support to the Receptionist, including serving as back-up for reception when needed.
- Oversee physical and digital administrative filing, records management, and general record retention in compliance with organization policies.
- Serve as the primary contact for vendor, building, and equipment issues.
- Run agency errands as needed.

QUALIFICATIONS

Education and Experience: The ideal candidate will have experience in an office management role, preferably in a nonprofit setting. Supervisory experience and/or a background in finance and administrative support is preferred.

Knowledge, skills, and abilities: Must be proficient with Microsoft Word and Excel. Must be familiar with or able to quickly learn Microsoft Outlook, Microsoft Teams, Adobe Acrobat, QuickBooks, and donor database software. Must be able to take initiative and work independently, in addition to being able to work collaboratively in a team setting and with diverse populations. Must be able to work effectively and sensitively with HIV positive persons, injection drug users, and individuals of various social-cultural and economic backgrounds, gender identities, and sexual orientations.

Communication Skills: Must possess excellent written, communication, and organizational skills, be proficient in database entry and management, have strong attention to detail, have a positive attitude, possess strong listening skills, and feel comfortable working with diverse populations in a variety of settings. Must be comfortable talking about injection drug use and interacting with persons who inject drugs.

Equipment:

- Ability to operate proficiently a personal computer, fax machine, printer, copier, and scanner.
- Access to own and reliable transportation.

Physical Requirements:

- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers (typing and/or writing).
- Visually or otherwise identify, observe and assess.

Certifications and Clearances: Valid driver's license, proof of auto insurance, background check, TB test, and Hepatitis B vaccination.

Access to PHI: Will have access to Protected Health Information as outlined in Four A's Security Policies & Procedures.

This Job Description does not list all of your job duties. Occasionally your supervisor may request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Four A's

reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or Hepatitis C are strongly encouraged to apply.

Interested candidates can apply by sending a resume, cover letter, and completed Four A's Employment Application to Terri Coker at applicants@alaskanails.org. Employment Application can be found at <https://www.alaskanails.org/careers>