# **NSCA**

# **Sample Position Description**

# **Title:** Office Manager

# **Reports to:** General Manager

# **Class:** Full-Time

**Type:** Salary

# **Revised:** 9/15/20XX

**Primary Role:**

# *Responsible for ensuring the smooth operation of the administrative activities within the company. Oversees the management of human resources, payroll, accounts receivable and accounts payable.*

# **Responsibilities:**

# Responsible for managing the overall smooth operation of the office environment

1. Responsible for managing of office supplies, office equipment, related service agreements, and vendor relations ensuring competitive pricing and quality products and services
2. Supervise and coordinate activities of administrative staff ensuring appropriate phone and front office coverage
3. Conduct orientation program for new employees
4. Responsible for maintaining and updating company employee handbook and company-related job descriptions
5. Responsible for administration of all company benefit plans such as health insurance, life insurance, dental insurance, 401K, etc.
6. Administer employee payroll according to company payroll schedule ensuring timely distribution of staff payroll
7. Track employee sick, vacation and personal time
8. Responsible for accounts payable and accounts receivable for company
9. Maintain accuracy in management information system
10. As required, be able to assist in the budget process and manage income and expenses according to the budget
11. Responsible for determination of self-directed development and training
12. Other duties as required or assigned by company management

# **Accountability:**

# The Office Manager will be accountable to the General Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

# The Office Manager shall have a minimum of a two-year degree from an accredited college or university with course work in accounting or human resources. A minimum of two years related work experience is desirable. Must be proficient with personal computers and have experience with <insert accounting package>. The Office Manager should possess excellent communication and organizational skills.

# **Travel:**

# None

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.