



POLICY: Office Manager Job Description	Proposed 3/8/18
	Last Board Approval: 3/12/18
	Last Review/Approval: 3/12/18 Executive Committee
	Adopted: 3/13/18

Quincy Public Schools Foundation

Job Description

Job Title:	Office Manager
Reports to:	Executive Director
Payroll Status:	Part-Time - Hourly
Overtime Class:	Non-exempt
Position:	At Will
Most Recent Revision:	March 2018

I. JOB SUMMARY

The Office Manager provides assistance to the Executive Director to help fulfill the vision, mission and objectives of the Quincy Public Schools Foundation. Duties include secretarial, financial, office management, and technology assistance responsibilities.

The above statement is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Office Manager.

II. QUALIFICATIONS DESIRED FOR THIS POSITION

A. Professional/Technical Abilities

- Secretarial and/or office management skills with appropriate degree and/or experience
- Accounting, bookkeeping or related financial experience required.
- Excellent customer service skills to work with a diverse population, including staff, volunteers, board members, and donors
- Proficiency with computer software, including Microsoft Office, QuickBooks, relational databases and CRM software
- Effective time management and organizational skill with attention to detail
- Discretion and ability to work with confidential information
- Ability to work as a team member
- Problem-solving skills
- Strong interpersonal and business communication skills—oral and written
- Ability to multi-task and work effectively in a time-sensitive environment
- Willingness and ability to work independently

B. Personal Characteristics

- Commitment to serve the Quincy Public Schools and the community
- Demonstrates courtesy, friendliness and consideration
- Thinks independently and creatively
- Cooperates with various audiences
- Remains flexible and successful within changing environment and demands

III. DUTIES AND RESPONSIBILITIES

A. Office Management

- Performs secretarial duties including correspondence; meeting arrangements; preparation, delivery and maintenance of meeting notices, packets and records; and travel arrangements
- Attends Board and Executive Committee meetings; writes and maintains meeting minutes
- Assists in organization, purchase, inventory and maintenance of supplies and equipment as needed
- Provides general receptionist duties as needed
- Assists with special projects as they arise in the operation of the QPS Foundation's mission (i.e. project-based public school initiatives)

B. Bookkeeping and Reporting

- Maintains all books and accounting records for the QPSF
- Responsible for billing out pledges and maintaining income records
- Coordinates payroll and accounting activities including tax preparation and annual audits
- Assists Executive Director in maintaining compliance with national standards and legal requirements

C. Events

- Works with volunteers and planning committees for Foundation events
- Records statistics and provides reports.

D. Data Entry

- Prepares, mails, and records acknowledgement/receipt letters to donors
- Inputs and maintains records and files including NeonCRM (Profiles, Gifts, Funds), Corporate Record Book, National Standards Binder, Procedure Manual, Policies Binder, and office files
- Prepares deposit information for gifts and receipts

E. Grants and Scholarship Assistance

- Assists Executive Director with notifications, correspondence, agreements, etc.
- Coordinates fulfillment of QPSF grants and scholarships

F. Technology Assistance

- Assists in managing licenses, maintenance, updates and other related technology and office equipment needs including copiers, computers, and software (Microsoft Office, QuickBooks, NeonCRM, etc.)

G. Additional Duties and Responsibilities

- Demonstrates knowledge of the QPS Foundation's mission, values and vision
- Understands procedures and regulations
- Arranges for and provides support for volunteers, as needed
- Achieves Strategic Plan goals and objectives related to the Office Manager's role

IV. HOURS AND COMPENSATION

- 30 hours/week, with flexibility for additional hours for special events and meetings scheduled beyond the standard office hours as needed; it is recognized that some hours may be worked off site, especially for completion of special projects.

Reviewed by Executive Director: _____ **Date** _____

Reviewed by Office Manager: _____ **Date** _____