

Dickerson Center for Children

Office Manager

Reports To: Executive Director

Function: Responsible for general office management of Dickerson Center including administrative, financial, and technical responsibilities.

Responsibilities:

Administrative:

- Coordinates and directs administrative support functions
- Implements office policies and procedures
- Purchases and maintains supplies and equipment
- Handles service contracts and calls
- Provides Technical Support to staff
- Manages internal and external communications
- Responsible for Thank You notes to donors
- Maintains agency mailing list
- Maintains staff annual and sick leave records
- Supervises the receptionist and assigns duties as necessary.

Financial Management:

- Prepares bi-weekly payroll
- Writes all checks and maintains documentation of monthly income and expense transactions
- Tracks financial records through the use of accounting software
- Prepares monthly and quarterly grant requests for payments
- Prepares financial portion of the United Way of the Midlands' allocation request
- Reviews and assesses monthly financial reports and works closely with auditor on yearly audit
- Prepares quarterly revenue and expense projections and monthly cash flow reports as requested
- Prepares information for CPA's monthly reconciliation of income and expenses
- Tracks donations, both financial and in-kind

Development:

- Creates and maintains databases to track agency contributions
- Maintains and updates all mailing lists
- Provides administrative support for development projects to include special events and bulk mailing campaigns

Board Responsibilities:

- Attends Board of Directors meetings and prepares minutes of meetings on a timely basis
- Prepares calendar of upcoming events for Board of Directors
- Schedules meeting space for Board of Directors meetings
- Performs other duties as required by Executive Director