



## Office Manager

Habitat for Humanity of Kosciusko County

Position available	April 1, 2024
Position title	Office Manager
Reports to	Executive Director
Classification	Part Time, Hourly
Pay rate	\$16-20 per hour, based on experience
Hours	15-20 hours per week, flexible and partly remote schedule available
Location	Habitat office 3970 Corridor Dr., Warsaw IN, 46582

## Position Summary

Do you **enjoy** behind-the-scenes administrative work? Are you the type of person that will organize someone else's desk without permission, just because you cannot tolerate papers that aren't **neatly stacked**? Do you currently run your entire household off a **Microsoft Excel** sheet? Do you naturally plan **10 years in advance**?

### Then we need you!

We are searching for an **outstanding organizer** to join our team as our Office Manager. Your unofficial title will be "**the brain of the organization**," and you will keep everyone in line and up to date: staff, volunteers and board members. Your support in the office will result in real-world impact on local families seeking affordable homeownership opportunities in our community.

**Sound exciting?** Keep reading to learn about this role's key responsibilities.

## Key Responsibilities

This position is primarily responsible for **Office Management, Bookkeeping, and Administrative Support**.

1. **Office Management:** Our office is your domain! You will oversee all the organization of important files, policies, records, supplies, and more. Nothing goes in or out without you noticing.
2. **Bookkeeping:** You will be responsible for all bookkeeping tasks, keeping our financial statements clean and tidy. Including, but not limited to preparing all necessary financial reports for board and committee meetings.
3. **Administrative Support:** Our staff needs your help! You will team up with staff and volunteers throughout the organization to provide administrative support to our key mission areas.

## Day to Day Responsibilities

- Maintain accurate files and records, enforce document retention policy
- Bookkeeping tasks such as recording invoices, preparing checks, making deposits, ensuring proper documentation, and reconciling.
- Coordinate with our payroll processor for all payroll and tax needs
- Coordinate with vendors and contractors for regular maintenance
- Prepare and distribute financial reports
- Assist in coordinating fundraising efforts such as direct mail, gift receipts, and acknowledgements
- Assist in maintenance of our fundraising database
- Assist in our application process for program participants
- Assist our Events Team in planning events from an administrative perspective
- Oversee and work alongside volunteers in our office
- Oversee our annual audit and 990 filing alongside the Executive Director and Board Treasurer
- Maintain and order supplies as needed
- Offer administrative support to all areas of the affiliate (Construction, ReSale Outlet, etc..)

## Education, experience, knowledge and skills needed

- High School diploma or GED
- At least 2-3 years of office management/bookkeeping experience
- Familiarity with all Microsoft Office products; Outlook, Word, & Excel
- Familiarity with QuickBooks, especially the desktop version
- Excellent interpersonal communication skills
- Excellent organizational skills
- Excellent decision-making skills
- Detail oriented
- Ability to prioritize multiple tasks
- Ability to work alone or with individuals

## Education, experience, knowledge and skills preferred

- Microsoft Office certification
- Formal education in accounting or bookkeeping

## Physical requirements

- Standard administrative work with infrequent lifting up to 15 lbs.
- Prolonged sitting and working at a computer
- Ability to move around the office

**To apply, please contact our office at (574) 269-4104 or email your resumé (including 3 references with contact info) and cover letter to [info@kosciuskohabitat.org](mailto:info@kosciuskohabitat.org)**