

## **Office Manager - Just Food Position Description**

### Overview:

Just Food is looking for a responsible and meticulous Office Manager to perform a variety of office management and clerical tasks. This position provides direct support to the Executive Director and Just Food staff, assisting in daily office needs and managing the organization's general administrative capabilities. This position plays an integral role in ensuring that office operations and the food pantry run smoothly and are successful in supporting other Just Food programs.

An excellent Office Manager is, above all, an organized and competent professional with stellar communication skills and a passion for service. This position requires comfortability working with the general public and ability to carry out a variety of administrative duties with accuracy and speed. The goal is to ensure that office operations are efficient and add maximum value to the organization.

### Administrative Duties:

- Finance coordination: track and report monthly expenses and process Accounts Payable on a regular basis. Ensure all bills are paid and accounts are current.
- Maintain files and records with effective filing systems.
- Communicate with and provide excellent customer service to donors, volunteers, vendors, and community members.
- Monitor and maintain inventory of office and printer supplies.
- Oversee proper food donation records including quarterly inventory and donor letters.
- Use monthly statistics to provide a thorough monthly update for the Board of Directors.
- Complete donor data entry and other administrative tasks.
- Answer and return general inquiry phone messages and emails within one business day.
- Assist in building and informing the organization's annual budget.
- Assist in completing an annual audit of the organization's revenue and expenses.
- Assist in coordinating grant writing processes and grant fund management.
- Other duties as assigned.

### Educational & Training Requirements:

- Bachelors/Associate's Degree or equivalent experience
- Excellent communication (written and verbal) and interpersonal skills
- Proficient in Microsoft Office & Google G-Suite (preferred)
- Knowledge of basic bookkeeping principles and office management systems and procedures (preferred)

Benefits:

Available after 90 days:

Company-paid healthcare, life, vision, and dental insurance

SIMPLE IRA retirement account with up to 3% company match

Vacation/PTO: 8 hours accrued monthly. Accrual rate and maximum balance increase with time served

Holidays: 11 paid holidays (all major U.S. holidays)

Sick Time: 14 days per year

EOE: disability/veteran

Job Type: Full-time

Salary: \$40,000.00 per year