

CASA of West Texas
Job Description
Office Manager

Prepared On: 10/27/2016

Reports To:	Executive Director	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	BOD	Effective Date:	10/25/2016
		Revised Date:	10/27/2016

Role:

Responsible for a diverse set of administrative tasks, including but not limited to administrative assistant responsibilities, bookkeeping, gathering/reporting statistical data, and overall office management.

Essential Functions & Responsibilities:

- E 25% Provides clerical and administrative support for the Executive Director, as well as general office management for the CASA of West Texas Facility. Responsibilities include (but may not be limited to): Secretarial support; Managing staff time sheets, leave and schedules; Ensuring that maintenance and repair issues are addressed; Maintaining an appropriate inventory of supplies for day to day operations.
- E 30% Statistical analysis and reporting. Responsibilities include (but may not be limited to): Gather and maintain CASA Statistical data in electronic data base system; Gather and maintain OVAG, VOCA and CVC Statistical Data; Process and submit the Texas CASA Quarterly Report; Process Volunteer Contact Logs
- E 30% CASA of West Texas Bookkeeping. Responsibilities include (but may not be limited to): Manage office bookkeeping; Assist in creating organizational budget; Process the office bills; Assist with annual Audit.
- E 10% Assists managers with clerical and administrative support, as needed; Receives incoming telephone calls, assisting callers or directing them to the appropriate party.
- N 5% Other duties as assigned.

Performance Measurements:

1. Provides administrative assistance in a professional and timely manner, meeting quality and time expectations.
2. Manages staff Grant Personnel Activity Report, paid and unpaid leave, and schedules with accuracy, discretion, and timeliness.
3. Addresses office supply needs and facility maintenance and repair issues in a timely manner. Utilizes sound judgement and consideration of cost and budgetary constraints.
4. Compiles and reports statistical analysis and reporting with accuracy and timeliness.
5. All statistical analysis and reporting is maintained with accuracy and completed within assigned time frames.
6. All bookkeeping responsibilities are maintained with accuracy and completed within assigned time frames.

Knowledge and Skills:

Experience Two or more years Office Management experience
Two or more years Bookkeeping experience

Education	High School diploma or GED
Interpersonal Skills	Professional oral and written communication skills Ability to interact successfully with diverse populations Must maintain confidentiality and effectively exercise discretion
Other Skills	Working knowledge of computers and software, including proficiency using Excel, Word, and PowerPoint Proficiency in bookkeeping/accounting software Excellent organizational skills
Physical Requirements	This position requires manual dexterity, primarily working with the hands and fingers (75% or more). This includes but may not be limited to key-boarding, writing, and filing. This position requires the following physical abilities: Sitting (75% or more), Bending/Stooping (up to 20%), Standing/Walking (up to 25%), Lifting/Carrying up to 50 lbs (up to 20%), Pushing/Pulling up to 75 lbs (up to 20%). This position requires the following visual, hearing, and speaking abilities: Short-range detailed Visual Acuity, Hearing sufficient to communicate effectively, Speak clearly in order to communicate effectively.
Work Environment	This position requires a flexible work schedule which at times will not conform to traditional "business hours." This position requires the ability and self-discipline to work independently and exercise good judgement, with limited supervision.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature