



**Hospice House & Support Care of Williamsburg (HHSCW)
Position Description**

CREATED: September 2020 **LAST REVISED:** September 2020
JOB TITLE: Office Manager
REPORTS TO: Programs and Operations Director

To Apply: Send Cover Letter and Resume to hr@williamsburghospice.org

PRIMARY FUNCTIONS: The Office Manager oversees the administrative and operational procedures and functions of Hospice House & Support Care of Williamsburg. Primary responsibilities include office management, procurement and property management. In addition, the Office Manager will serve as the organization’s financial liaison to our accounting firm and perform basic HR and IT duties.

DUTIES AND RESPONSIBILITIES:

OFFICE ADMINISTRATION AND HOUSE OPERATIONS:

- Manages all vendor contract relationships and serves as the point person for scheduled maintenance repairs, annual preventive maintenance and inspections. Reviews, maintains and renews house maintenance, software and other misc. contracts.
- Maintains inventory of office and household supplies. Orders supplies and keeps track of monthly expenses.
- Provides basic IT support for staff and volunteers by serving as administrator for emails, creating login information, enabling access to server files, phone system management etc.
- Assists bookkeeping and accounting firm prepare Worker’s Comp, Liability and Dental Insurance reviews.
- Provides administrative support to the HHSCW Executive Director, Programs and Operations Director and Board of Directors.
- Assists with preparation of presentation and training materials for staff, volunteers and the community, to include developing PowerPoint slides, preparing notebooks and creating educational materials.
- Coordinates and assist with scheduling and implementation of community presentations.
- Coordinates and assists with onsite volunteer groups providing cleanup and maintenance such as church groups, College of William and Mary student organizations and United Way Day of Caring.



HUMAN RESOURCES:

- Creates and maintains personnel files for staff and volunteers.
- Serves as the point person for onboarding new employees by coordinating benefits, drug testing, background checks and setting up payroll information.
- Ensures that volunteer paperwork is completed and kept up-to-date.
- Creates and maintains volunteer schedules.

FINANCE:

- Serves as liaison to accounting firm by organizing invoices, preparing deposits and assisting with processing bi-weekly payroll and Mass Mutual 403b company match.
- Assembles materials and 990 form and works with accounting firm to complete annual audit.
- In consultation with accounting firm, prepares and completes annual registration forms such as Department of Agriculture Form 102, Pennsylvania Department of State form, Mass Mutual Retirement Census 5500 Report and VEC Audit.
- Assists Executive Director and Advancement Director with reconciliation and tracking of online donations.
- Assists with grant applications by providing financial information and other HHSCW statistics and data.
- Assists with events as needed by overseeing and reconciling sales of tickets or other items and obtaining banquet licenses and liability insurance.
- Oversees and reconciles petty cash.
- As needed and occasionally, prepares checks for services rendered.

SCHEDULE:

- This is a full-time 40-hour a week exempt position. Occasional weekend and evening hours are expected to support organization's programs and functions.

QUALIFICATIONS:

Required:

- Bachelor's Degree
- At least 2 yrs experience in an office administrative position; *nonprofit experience preferred*
- Adept and experienced with MS Office (Word, Excel, PowerPoint).
- Knowledge of general bookkeeping and accounting principles; *QuickBook experience preferred*
- Excellent organizational skills and ability to handle multiple priorities and tasks simultaneously
- Strong written and verbal skills.
- Proven ability to handle confidential information with discretion.