



Job Description

Title: **Office Manager**

Reports to: Executive Director

Location: Fort Collins, CO

The Poudre Heritage Alliance (PHA) is the managing entity for the Cache la Poudre River National Heritage Area (CALA), with its administrative offices located at the Colorado Welcome Center in Fort Collins, CO. The Heritage Area includes 45 miles of the river corridor, from the Roosevelt National Forest to the confluence of the Poudre with the South Platte River. PHA serves a population of over 600,000 people in Larimer and Weld Counties through its programs that PROMOTE history and culture, ENGAGE the public in the river corridor, and INSPIRE learning, preservation, and stewardship.

GENERAL STATEMENT OF DUTIES: The Office Manager/Bookkeeper ensures smooth running of our company's operations and finances. The Office Manager position requires excellent time management skills, process orientation, attention to detail and accuracy. The office manager will undertake administrative duties ensuring the Executive Director and other staff has adequate support to work efficiently.

The tasks of the office manager include bookkeeping, payroll, benefits administration, purchasing, vendor management, and other office duties required in a small business. The ideal candidate will be competent in prioritizing tasks, self-motivated and demonstrate strong personal integrity. Occasional evening and weekend activities may be necessary. This is a full-time, hourly position offering a full benefits package with the option for flexible work hours and teleworking.

SUPERVISORY RESPONSIBILITIES: Works under the general supervision of the Executive Director. May be assigned staff, volunteers, or interns to supervise at the discretion of the Executive Director but generally does not have supervisory responsibilities.

DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other duties as assigned. The Office Manager will develop a standard operating procedure manual for all duties and responsibilities.

Activities include but may not be limited to:

Bookkeeping

- Keeps record of all financial transactions for the organization including revenue, expenditures, reimbursements, donations, payroll, credit card expenditures, etc.
- Reconciles and balances accounts via Quickbooks
- Submits timely billing, invoicing, and Federal Reimbursement forms
- Assists with various annual reports, including but not limited to monthly financial statements, board reports, audits, tax filings, data reports, etc.

Payroll

- Ensures timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes and other deductions
- Ensures timely and accurate processing of payroll updates such as new hires, terminations, and updates to wages and benefits

- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Facilitates audits by providing records and documentation to auditors
- Identifies and recommends updates to payroll processing software, systems, procedures, and policies

Benefits Administration

- Ensures accuracy of all benefits enrollments to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Assists employees with benefits claims and plan changes
- Assists with open enrollment process
- Processes and administers leave of absence request and disability paperwork
- Responds to and processes 401k inquiries, enrollments, and contribution distributions

Office Management

- Maintains tax-exempt vendors accounts and non-profit designations with various agencies (city, state, federal, etc.)
- Organizing and maintaining electronic and paper files and records on cloud storage device
- Assist with grant administration tasks including reports, financial documentation, and budgeting
- General clerical duties, photocopies, and mailings, ordering supplies, tracking inventory
- Secure travel arrangements for conferences, trainings, and meetings
- Support events and attend community events as needed
- Coordinate vendor management and update organizational status as need (IT, SOS, ect)

QUALIFICATIONS & EXPERIENCE

Minimum:

- Associates Degree in Business Administration, Accounting, or related field
- 2+ years office experience
- 2+ years' experience in bookkeeping and financial reporting (QuickBooks Online)
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint)
- Attention to detail and accuracy

Preferred:

- Bachelor's Degree in Accounting
- Experience with Federal grant accounting and management
- Experience using CRM software
- Office 365

SKILLS AND ABILITIES:

- Self-Motivated
- Teamwork
- Flexibility & Adaptability
- Prioritizing
- Planning and organization
- Communication skills – written and verbal
- Problem assessment and problem solving
- Computer Skills, Social Media skills

TOOLS AND EQUIPMENT USED

Computers, Quickbooks, Microsoft Office Suite, Adobe Acrobat, donor management software, copy machine, telephone, various other office equipment and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, drive, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-25 pounds. The employee is occasionally required to lift more than 25 pounds, stoop, kneel, crouch, and crawl.

Specific vision abilities required by this job include normal vision to perform routine observation, reading and writing; moderate vision to operate equipment such as calculators and computers; close vision for reading detailed charts or computer printouts, operating vehicles or equipment requiring depth perception.

COMPENSATION

Hiring Range \$40,344 - \$51,012 (based on education, experience, and tenure with the organization)

This is a full-time non-exempt position with full benefits. PHA offers flexibility in scheduling and the opportunity to work from home one day per week. This role can be 32 - 40 hours per week based on the candidate. Benefits include health, dental, vision, Short Term Disability, AD&D, and paid time off for vacation, sick, and holidays as well as an employee assistance program and 401k matching.

Poudre Heritage Alliance is an equal opportunity employer and actively recruits, selects and promotes qualified employees and volunteers, broadly representative of the community served and administers its personnel practices without discrimination. PHA prohibits harassment of one employee by another employee or supervisor.

Discrimination on the basis of age, veteran status, sex, sexual orientation, race, color or ethnicity, nationality, disability, genetic information or religion, is prohibited in accordance with the Office of Civil Rights.