



United Way  
of Southeastern Idaho

## **Office Manager**

***Full-time, Salary, Non-Exempt***

***Starting wage: \$17-\$19/hour DOE***

***Eligible for; Health, Dental, Vision, Retirement and Paid Leave Benefits***

## **Summary**

Provides front and back-office support and strong customer service to partners, the general public, donors, and walk-in traffic at the office. The Office Manager will be responsible for numerous key office operations.

## **Reports To**

The Office Manager will report to the Chief Operations Officer (COO).

## **Job Overview**

This position is the “first face” of United Way of Southeastern Idaho (UWSEI) and will work with COO to help chart UWSEI’s short- and long-term goals in support of UWSEI’s mission, vision, and values with regards to fiscal and general office operations, while supporting the entire UWSEI team to maximize efficiencies. This position works both independently and as part of a team to accomplish the charted goals of the organization. Works with the COO to ensure fiscal needs are met, while providing administrative assistance to the entire UWSEI team. Individual must possess strong organizational skills and be able to prioritize work and meet deadlines both individually and as part of a team, while maintaining confidentiality of sensitive information.

## **Responsibilities and Duties**

- General fiscal procedures including but not limited to; processing payroll, accounts receivable/payable, bank deposits and reconciliations.
- Maintains office efficiency by planning and implementing office systems and technologies, layouts, and supply/equipment procurement.
- Maintains office services by organizing office appearance, general office operations and procedures, controlling correspondence, designing filing systems, and arranging necessary repairs.
- Assists with planning meetings/events both internally and externally.
- Attends meetings/events as scheduled or requested.
- Ensure smooth running day-to-day office operations.
- Ensure accurate and timely financial reports.
- Assists in the onboarding process for new hires.
- Professionally and efficiently managing relationships and communication with in-house staff, vendors, donors, and partners.
- Achieves financial objectives through being involved in the preparation of the annual budgeting and audit processes through scheduling expenditures, analyzing variances, and initiating corrective actions.

- Contributes to team effort by accomplishing related results as needed/assigned.

### **Qualifications**

- High School Diploma or equivalent.
- At least 1 year experience in general fiscal (processing payroll, accounts payable/receivable, preparing and making deposits, routine reconciliation, and tracking budget expenses), and office management.
- Keen eye for detail including demonstrated experience in effectively managing multiple tasks at time.
- Forecasting and promoting process improvement.
- Skilled user with Microsoft Office Applications (Word, Excel, Office 365, PowerPoint, etc.)
- Valid State of Idaho Driver's License.
- Must be able to lift 25 pounds with or without reasonable accommodations.
- Willing and able to pass pre-employment and/or ongoing drug and background screenings at employer's request.
- Willing and able to travel for up to a week at a time, at organization expense, for events and meetings identified to enhance position and overall objectives of UWSEI.