

Title: Office Manager

Full-time Exempt position at a salaried rate:

- Full time 40 hours a week – Start and end times vary and are flexible.
- Eligible for 403(b) retirement plan after 700 hours of employment.
- Eligible to purchase mid-day meal at the staff rate.

Organizational Relationships: Reports to the Executive Director

Summary: Responsible to see that all office work proceeds smoothly and on time. Backs up the Executive Director on such duties as are assigned. Wholeheartedly supports and is daily expectant of Christian Science healing.

Work Performed:

1. Processes donations to Lynn House and assists with sending thank-you letters.
2. Keeps Salsa data base up-to-date and runs queries as needed.
3. Serves as Recording Secretary for Executive Board. This involves preparing the documents prior to Board meetings, assisting with set-up of the Board meetings, and taking the minutes of the meetings. Maintains records of Board meetings. Updates Board Manuals and Board Notebooks as needed.
4. Backs up receptionist (Administrative Coordinator) on phones.
5. Orders supplies for all office machines, including copier, printers, and fax machine. Assists Administrative Coordinator with ordering and stocking other office supplies.
6. Maintains Lynn House staff telephone list.
7. Performs system manager telephone duties.
8. Prepares documentation for renewal of Virginia Department of Social Services licensure.
9. Prepares documentation for inspections by the State, The Commission and Board self-inspections.
10. Annually prepares application for participation in the United Way Combined Federal Campaign.
11. Handles Petty Cash records and receipts.
12. Assigns and distributes employee lockers, building access cards, and keys to staff.
13. Keeps postage meter in working order and maintains meter funds.
14. Maintains Administration files.
15. Files and maintains personnel records.
16. Maintains key box.
17. Manages records retention program.
18. Performs other duties as assigned.

Qualifications:

1. Membership in The Mother Church.
2. Class Instruction required.
3. College education or comparable work experience necessary.
4. Skill and usage of all business related software and programs.