



WestSide Baby

basics for children in need

Office Administrator Job Posting

Nov 2017

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment such as car seats and cribs. We do this through partnerships with more than 114 social service agencies. The providers at these agencies order items from us and distribute them directly to the families they serve.

Position Summary

The Office Administrator is responsible for a wide variety of administrative duties in support of the Executive Director and Board of Directors including but not limited to bookkeeping and Human Resources administrative services for the organization. The Office Administrator ensures smooth running of the agency's offices by welcoming visitors, scheduling appointments, coordinating and communicating office activities, and ensuring adequate supplies are available. The Office Administrator is required to maintain confidentiality and professionally interact with visitors, employees, volunteers and donors.

This is a full-time, non-exempt, salaried position. Flexible schedule to include occasional evening and weekend hours related to specialized volunteer needs. Employee may not work more than 40 hours in a week without prior written approval. This position reports to the IT/Business Systems Manager.

Core Responsibilities

Bookkeeping and HR (20%)

- Accountable for bookkeeping functions including but not limited to payroll administration, accounts payable, cash flow management, finance reporting, receiving and paying invoices, and bank deposits
- Provide human resources administrative functions, including but not limited to assisting in the recruitment and interview process, new employee orientations, leave tracking, new employee handbooks and materials, and employee benefits enrollment

Support Board of Directors (10%)

- Provide stewardship that supports the Board of Directors in their functions including but not limited to managing and tracking Board meeting items, upkeep and distribution of Board recruitment and onboarding materials
- Oversee the maintenance of Board records and Board calendar
- Attend Board meetings on and off-site as needed

Office Administration (70%)

- Manage office operations including reception, mail, supplies, printing and equipment
- Establish and manage office-wide calendaring protocols, filing systems.
- Schedule and support meetings for staff.
- Manage facilities issues; schedule maintenance or upkeep
- Maintain Office Policies and Procedures
- Schedule meetings and events for conference rooms; maintains records on use of facilities as needed
- Order office supplies
- Supervise office volunteers, when appropriate
- Contribute to building a positive team spirit; puts success of team above own interests
- Comply with all agency policies, procedures and systems
- Perform related duties as required or assigned; assist other departments as requested; may work evenings and weekends, as needed

Requirements

- Associate degree (Bachelor's degree preferred)
- 2 years' experience in bookkeeping (non-profit bookkeeping preferred)
- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Expertise in MS Office and QuickBooks
- Familiarity with Bills.com and Tallie.com preferred

How to Apply

Please send a resume and brief cover letter of introduction to Tiffany Mathisen, IT/Office Systems Manager at employment@westsidebaby.org with a priority deadline of November 22. Annual rate is \$30,000-\$33,000 depending on experience. Generous holiday, PTO and health care benefits available.