

## **Double H Ranch Job Description**

### **Office Manager**

#### **Job Responsibilities:**

##### **Main Office**

- Answer telephones; take and forward accurate messages to the appropriate person.
- Open and distribute mail to appropriate staff members.
- Responsible for business credit applications and keeping information on accounts accurate.
- Design and update a comprehensive manual which provides timelines and specific duties pertinent to the Office Manager position.
- Order office supplies and keep an accurate inventory
- Maintain telephone service: update voice mails, correct company directory, and remedy individual account disruption.
- Keep accurate account of water deliveries.

##### **Bills/Accounting**

- Reconcile petty cash and keep accurate accounts
- Maintain adequate amounts of funding in the postage machine and contractual agreements with postage meter supplier.
- Receive and process payment of all incoming bills.
- Prepare back-up invoices for audit process

##### **Application Processing**

- Work closely with the Program Director to complete staff application process
- Collaborate with Volunteer coordinator to complete volunteer application process
- Schedule interviews for staff and volunteer applicants
- Complete staff contract information
- Submit and process background checks for staff and volunteers

##### **General**

- Familiar with operational budget and adhere to budget allocations.
- Must complete all necessary medical and employment forms.
- Responsible to attend continuing education yearly, regarding advancement of position at the Ranch.
- Responsible for knowing and adhering to the policies and procedures contained with the Camp Manual
- Provide tours for the general public when needed
- Report any acts of maltreatment, neglect, and/or any other violation of policies immediately to Director
- Attend all year round meetings and give current updates on work in progress
- Maintain a positive working relationship with staff members, families and volunteers
- Perform any other duties as assigned by the Director of Operations

##### **Qualifications:**

- Bachelor's degree in relevant field required
- Fluent computer skills- data entry, word processing, internet navigation
- Prior experience in office manger or equivalent role.
- No criminal conviction record related to treatment of children.

**Supervisor(s):** Director of Operations

