

Job Description: **Office Manager**

Position Title: Office Manager

Hours: Salary full time exempt

Reports to: Executive Director



POSITION SUMMARY

Daily Bread Inc., located in the heart of Melbourne, Florida, is a leading service provider on Florida's "Space Coast" for working with people experiencing homelessness. We are seeking a highly organized full-time Office Manager as we increase our impact in ending homelessness in our community.

The Office Manager takes primary responsibility for managing the administrative functions of Daily Bread's day-to-day office management and bookkeeping. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, significant initiative and attention to detail are required. The ideal candidate will understand bookkeeping principles in a non-profit environment, computer literacy and a commitment to service.

REQUIREMENTS

Bookkeeping

- Create and monitor the organization's annual and program budgets
- Prepare monthly financial reports for the Executive Director and Board of Directors
- Prepare financial reports for grants and other funding
- Manage all bookkeeping functions including A/R, A/P and payroll
- Process check requests and invoices daily
- Maintain accounting files in a neat and orderly manner
- Maintain files and prepare reports for grants and other funding
- File monthly state tax returns
- Assist off-site Accountant in preparing federal and state taxes and reports
- Assist in preparing annual financial statement

Administration

- Maintain personnel and operations policies and procedures
- Process new hires and ensure compliance with new hire reporting requirements
- Maintain personnel files in a neat and orderly manner
- Monitor employee benefits as needed
- Ensure the inventory of office supplies and printed materials is maintained
- Provide for maintenance of office machines (e.g., printer, copier, fax, phone system) as needed
- Maintain files both physically and electronically
- Provide additional administrative support to Daily Bread Programs as needed

ADDITIONAL SKILLS/ REQUIREMENTS

- Bachelor's degree in a related field or equivalent experience required
- Proficient in QuickBooks Online, Microsoft Excel, Microsoft Word
- Minimum of 3 years QuickBooks experience preferred
- Experience managing the annual budget process
- Demonstrates integrity and honesty, to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
- Outstanding interpersonal and communication skills, both oral and written
- Highly organized and able to multi-task
- Efficient in an environment with evolving priorities
- Works well independently as well as with a team