

Tucker Community Foundation
Position Description
Office Manager
(Full Time Position)

Employed by: Tucker Community Foundation

Responsible to: Executive Director

Immediate Supervisor: Executive Director (and, when he is unavailable, the Development Director)

Basic Qualifications

- Knowledge of the community foundation concept and structure, preferably through professional experience as well as a high level of familiarity with our eight communities.
- Professional demeanor in working with others and dealing with the public.
- Good public speaking manner, strong organizational skills and high attention to detail.
- Ability to work well independently without direct supervision, to complete tasks and provide required reports in a timely manner.
- Ability to travel within the assigned area and willingness to participate in training opportunities that may require overnight or out of the area travel.
- Experience working as part of a team and a demonstrated ability to work effectively with Trustees, committees and related resources.
- Leadership, drive, vision and inspirational commitment to the community foundation model.

General Responsibilities

Maintain Office Services

- Organize office operations and procedures
- Control correspondences
- Provide administrative support to other TCF Employees
- Liaise with other agencies, organizations and groups
- Accept and process donations from the public under the supervision of the Development Director

Maintain Office Accounting System

- Handle day to day accounting items
- Work with accounting system to maintain the Foundations Records
- Assist with receipts and disbursements
- Handle basic payroll functions in assistant to external Payroll Clerk
- Reconcile the monthly banking statements with the Foundations Records
- Review and maintain the accounting records of the Foundation

Maintain Office Records

- Design filing systems
- Ensure filing systems are maintained and up to date
- Work in current policies and procedures related to record retention
- Ensure protection and security of files and records

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- Transfer and dispose of records according to retention schedules and polices
- Ensure personnel files are up to date and secure

Maintain Office Efficiency

- Maintain and replenish inventory
- Check stock to determine inventory levels
- Anticipate needed supplies
- Verify receipt of supply

Perform other related duties as required

Additional Information

Background Experience & Prerequisites for Position

- Bachelor Degree in a field related to the mission of the Tucker Community Foundation is preferred but not required. A High School Diploma with a number of years administrative and supervisory experience can substitute for a Bachelor Degree
- Ability to work out of office in Parsons, WV
- Strong administrative and organizational skills.
- Self-starting work style, accustomed to working without supervision, but capable of supervising and motivating others.
- Familiarity with computer applications and technology like accounting and MS Office suite.
- Familiarity with accounting and other business and management principles

Wages and Benefits

- Full Time position (40 hours a week)
- Wages will be commensurate to experience.
- There currently is health, vision, dental, and life insurance benefits as well as SIMPLE IRA retirement and Health Savings Account availability.
- Subject to yearly review by the Executive Director following a six month introductory period.