

Position Title: Office Manager

Accountable To: The Executive Director

Job Summary: Responsible for managing the front office activities including personnel, secretarial duties, financial responsibilities, and general business operations while helping to provide an inviting environment for staff, clientele, and guests.

Religious and Moral Qualifications: MSCH is a ministry of the Longmont Church of Christ (LCOC) and has a long and successful history operating as a Christian Residential Child Care Facility. The successful applicant will consistently and actively worship at a Church of Christ, with a reputation to match. They will supply positive recommendations regarding these qualities from local church leaders. They must adhere to the MSCH Statement of Faith and Code of Conduct.

Physical Qualifications: Due to the nature of the industry the successful applicant must be in excellent general health, with excellent (or corrected) vision, manual dexterity, hand-eye coordination, and strength. They must be capable of the following actions: pushing, pulling, grabbing, and deadlifting up to 40 pounds.

Education and Experience Qualifications:

- Associate's or Bachelor's degree in Business Administration, Nonprofit Management, Accounting, Communications, or a related field is preferred.
- Equivalent combination of education and relevant experience may be considered.
- Administrative or office management experience, preferably in a nonprofit, ministry, or mission driven organization is desired but not required.
- Strong computer skills including Microsoft Word, Excel, Outlook, and Adobe programs. Familiarity with QuickBooks is strongly preferred but not required.
- Familiarity with general non-profit fundraising programs is preferred.

General Responsibilities:

- Support executive leadership and coordinate daily front office operations. i.e. management of front office staff, scheduling, phone calls, greeting guests/staff/clientele, and creating an overall welcoming office environment.
- Manage financial administration tasks through QuickBooks, i.e. bookkeeping, deposits, bill paying, etc.
- Administration of agency payroll including payroll, payroll taxes, payroll reports, and preparation of W-2's.
- Oversight of employee benefits, enrolling employees in retirement plans and insurance programs while being the liaison between the insurance provider and the employee.
- Oversight of phones, computer systems, copiers, internet, and other office equipment.
- Organize, store, and update employee files, records, and certification documentation required by State Licensing.
- Manage weekly food allowance, paperwork, and daily household management needs with Childcare Staff.
- Assist in donor relations through interactions, communications, and aiding in donor database storage.
- Assist with the organizing and preparation of MSCH event activities when able.
- Be present and active at major agency functions.
- Hours will vary and are not always capable of being scheduled within a 40-work week, or weekdays only.
- Other responsibilities may be assigned in areas not previously described.

Personal Skills and Attributes Desired:

- Passion for ministry that aligns with the MSCH mission.
- Self-Starter with strong organizational skills, attention to details, and problem-solving abilities.
- Positive and flexible attitude with the willingness and ability to learn new skills and programs.
- Capable of handling confidential information with discretion.
- Ability to work collaboratively with staff, volunteers, and community partners.
- High standard of integrity and ethics both inside and outside the community.
- Outward behavior and appearance conducive to the position of MSCH Office Manager.