



Job Description

Job Title	Office Manager		
Reports To	Executive Director	FLSA Status	<input checked="" type="checkbox"/> Exempt Non-Exempt
Shift/Hours	9:30 am to 6:30 pm (must be available to work some weekends and additional hours as	Classification	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temp Part-Time <input type="checkbox"/> Intern
Salary range	\$50,000 - \$65,000		

Organization

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy and education to benefit all communities and the status of women.

Job Scope

The Office Manager will be responsible for the HOPE office. He/She must be effective in running a highly effective, fast paced office. He/She performs a wide variety of professional level human resources functions and will be responsible for the oversight and timely processing of A/P and A/R, donation tracking, and all accounting functions, including leading HOPE's annual audit.

The Office Manager also assumes responsibility for special projects; attends board or similar meetings to help share key information, advice, take, transcribe, and distribute minutes; prepares board packets; maintains databases; researches/analyzes data and develops reports for management decision-making; may follow up on projects assigned to Executive Director.

Essential Job Functions

Operations and HR 51%

Finance: 29 %

Program Support, Board Management and special Projects 20%

Qualification Requirements

Experience/ Education

- 2 plus years' experience in bookkeeping
- 3 year experience in administration, preferably in a nonprofit setting.
- 2 plus years in an HR professional role
- Education: Minimum BA degree
- Certification(s)/License(s): Valid driver's license and insurance

Communication Skills

- Read/Interpret, create, compose and edit documents
- Superior written and oral communication skills

Additional Skills

- Problem solving, Independent judgment
- Analytical, mathematical

- Customer service
- Teamwork/Team player
- Proactive, innovative
- Excellent organizational skills and attention to detail
- Flexibility/adaptable to change
- Ability to multi-task, work under pressure and meet deadlines
- Business Acumen/Demeanor

Technical Skills

- Hardware: computers, telephones, fax machine
- Software: Microsoft Office, WordPress, client management systems (sales force) and website editing preferred

Job Duties and Tasks

Human Resources

- Responsible for recruiting, interviewing and hiring staff
- Develops, recruits, and oversees HOPE's internship and volunteer programs.
- Administers benefits and/or compensation programs
- Resolves employee relations issues
- Counsels staff and advises managers and supervisors
- Conducts training
- Conducts exit interviews
- Interprets human resources policies and laws.
- Participates as a member of the senior management team in the development and implementation of organization-wide policies and programs that will contribute to its overall success.
- Selects, directs and works with HOPE's HR consultant.

Finance

- Selects, directs and works with HOPE's CPA and Auditor
- Prepares deposits (A/R) and invoices, reports on outstanding receivables and process paperwork to collect.
- Prepares check requests, payment disbursements (A/P) and ensures proper account credits and payment tracking.
- Independently responsible for closing of financials each month.
- Directs and manages the annual audit process.
- She/He is responsible for developing and implementing key components of the organization's operating budget.

Operations

- Supervises and manages the operations of the office, including all administrative and IT functions.
- Creates and maintains accounting filing systems.
- Selects vendors, oversees contracts and manages systems and relationships.
- Maintains HOPE's donor database.
- Tracks and disburses travel vouchers for staff and programs.

Program Support

- She/He is responsible for developing an individual donor strategy in collaboration with the Executive Director.
- Performs other programmatic and administrative duties as assigned.
- Develops and leads special organizational projects
- Assists in the execution of program sessions and events.

To Apply

Email cover letter and resume to Helen Torres at htorres@latinas.org.