



# THE DUBIN CENTER

*Where no one faces dementia alone.*

## JOB DESCRIPTION OFFICE MANAGER

### **GENERAL:**

- The Dubin Center's mission is to achieve caregiver health, strength and resilience by providing education, information, hope and compassion. We offer a variety of programs aimed at providing health education, information & referrals, counseling, and crisis intervention.
- The Office Manager is responsible for providing support, guidance, and recommendations in order to achieve the initiatives of the Dubin Center by being responsive to the needs of those being served, the team, and the community.
- The Office Manager must have the ability to effectively represent the Dubin Center to the public and act as a liaison between the Dubin Center and the public, donors, volunteers, the Executive Director, and the agencies and institutions working in the area of Alzheimer's disease and related disorders.
- The Office Manager is responsible for organizing and overseeing the daily operations of the Center, ensuring the agency is well-coordinated and productive by managing its procedures and directing staff.
- The Office Manager plays a critical role in keeping the office and staff functioning smoothly, to include but not limited to the recommendation and acquisition of supplies, literature, services, equipment and other facility needs.
- The Office Manager plays a critical role in supporting the Executive Director, assisting with HR related tasks, and in helping to identify, secure, engage, and supervise volunteers.
- The Office Manager reports directly to the Executive Director and will periodically, and upon request, inform the Executive Director of the status of projects, activities, and other activities.
- Working hours are generally 8:00 a.m. to 4:30 p.m. Monday – Friday, however, time worked is flexible with occasional work on evenings or weekends for special projects as needed.

### **QUALIFICATIONS:**

- Proven experience working in operations for nonprofit or equivalent position
- Excellent organizational abilities and attention to detail
- Outstanding communication and relationship building skills
- Ability to coordinate and implement assignments to meet deadlines
- In depth knowledge of diverse business and human resource functions

- Must be proficient in PowerPoint, Outlook, Word, Quick Books and Excel.
- Bachelor's degree or 5 years equivalent experience in like or similar position (nonprofit a plus)
- Must have a valid driver's license and/or reliable transportation.

### **RESPONSIBILITIES:**

- Plan and monitor the day-to-day operations of the business including opening and closing the center and maintaining center schedule.
- Posts payables and receivables to accounting software from invoices, cash receipts, vendor invoices, and reconciled accounts. Generate reports and financial transactions.
- Coordinate with outside accounting firm with the completion of annual audit and 990 filing.
- Facilitate human resources administration by serving as the internal administrator of health and welfare plans, to include employee onboarding, enrollments, changes, and terminations, as well as acting as liaison between employees and insurance providers, and resolving benefits-related issues when/if they arise.
- Process biweekly payroll, including maintaining payroll records, entering biweekly payroll into QuickBooks.
- Manage Center scheduling as well as employees' PTO to ensure records are accurate with ADP.
- Reconcile benefits statements, conduct audits of payroll, benefits, and other HR programs, and providing recommendations for corrective actions when necessary.
- Coordinate all details related to the recruitment and engagement of volunteers and interns.
- Collaborate with the Executive Director to ensure that the Center conforms with established city, county, and statewide regulations.
- Serve as liaison in all IT-related plans and provide suggestions for implementing additions, deletions, and major modifications to the Centers IT processes, while proactively identifying future network needs.
- Maintain up-to-date donor list. Sends gift acknowledgement to donors.
- Support the administrative needs of the Executive Director.

Full time position

Fully paid health, dental and vision after 90 days

PTO

Retirement