

Hope Communities, Incorporated
Job Description

Job Title: Manager of Administration
Department: Finance
Reports To: President and CEO
FLSA Status: Exempt
Prepared Date: August 2019
Approved By:
Approved Date:

SUMMARY

The Manager of Administration is a key member of the team that plays an important role in bookkeeping, administrative services, office operations and human resources support. The Manager will be the primary liaison with contracted vendors regularly used to administer payroll, IT, cleaning, security, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides support for bookkeeping/finance functions (including A/R & A/P, Bank Statement reconciliations, etc.) for Hope's non-property operations.
- Works with the Senior Accountant and CEO to prepare Hope Communities summary budget and financials and reports progress on a monthly basis. Supports the Senior Accountant with audit preparation.
- Completes online regulatory reports and filings for compliance and registry (i.e., Secretary of State). Prepares and files annual 1099 forms.
- Manages new employee paperwork, bi-weekly payroll functions through vendor and support with benefit administration for the organization.
- Provides assistance with onboarding and ensures employee performance evaluation regularly occurs, including: achievement of goals, professional development completed, strengths and opportunities for growth. Oversees the development and revision of Employee Handbook.
- Responsible for overseeing Contracts to include reviews, compliance, reporting, and risk management requirements.
- Keeps the Safety Manual and Workers' Compensation Manual relevant and up to date. Adheres OSHA Compliance.
- Manages vendor contracts and general office support for payroll, IT, security, cleaning, office leases at headquarters, office machines, postage, etc.

OTHER DUTIES AND RESPONSIBILITIES include the following:

- Works cooperatively and collaboratively with Development, Programs and Communications and IT Management.
- Supports and engages in activities to further the mission, vision, and strategic plan of the organization.
- Demonstrates the core values of the organization.
- Professionally represents the organization in the community as needed.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

- Understanding of nonprofit accounting standards.

- Proficiency in accounting software systems to support both business and nonprofit needs. Proficiency in Yardi Voyager property management software preferred.
- Proficiency with Microsoft Office programs.
- Experience with payroll and benefits administration.
- Ability to work with minimal supervision, handle multiple priorities and coordinate complex projects.
- Exhibits advanced interpersonal and communication skills to represent the interest of Hope Communities, Inc. both within and outside of the organization
- Evidence of ability to take initiative and work in a team environment.

EDUCATION and/or EXPERIENCE

Degree in accounting, business or related field and a minimum of three years' experience for bookkeeping functions and a minimum of two years' experience with payroll and/or benefits administration, with up-to-date understanding of state and federal regulations.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

WORK ENVIRONMENT

Work will be performed in an office setting. The noise level in the work environment is quiet.

OTHER

- Equipment used, including but not limited to: All office equipment, computer, fax machine, calculator, copy machine, scanner, and telephone system.
- Access: Stairs
- Travel: Occasional travel within the Denver metro area.

Compensation:

Hope Communities provides a competitive salary and benefits package, commensurate with our size, budget and sector. Benefits include fully paid health insurance and dental plan for employee, short-term and long-term disability insurance, EAP, 10 holidays and 10 vacation days per year (as a new employee), 403B retirement plan match and 8 hours of paid volunteer time annually.

To Apply:

Send cover letter and resume to Sharon Knight at Sharon@hopecommunities.org