



Position Title: Business Office Manager

Reports to: Director of Finance

We are looking for Business Office Manager with experience in accounts payable and the full suite of Office products. The Business Office Manager will essentially provide critical support to the finance department and staff. This person will serve as the backbone to the agency and serve as the first face and voice of My Sister's House. You will be an emissary of possibilities and hope to the clients who reach out and set the professional standard of excellence for all visitors, clients, and vendors who walk through our door. Previous experience as an office manager and/or finance assistant would be an advantage. A successful Office manager should have experience with a variety of office software (email tools, excel spreadsheets and QuickBooks) and be able to accurately handle administrative duties. **Ultimately, the Business Office Manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.**

Office Management:

- Maintain, track, and order brochures and other collateral
- Serve visitors by greeting, welcoming, directing, and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing information
- Pickup, receive, and sort daily mail/deliveries/couriers
- Maintain shared space calendars
- Purchasing & vendor relations (greeting them for appointments & managing the follow up of the project)
- Serve as the main point of contact for our IT vendors, procure quotes when needed, and oversee the quarterly reports received.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

- Keep common areas tidy and ensure the bathrooms and kitchen are appropriately stocked
- Answer the agency's general email and phone account
- Other duties as assigned

Finance:

1. Organize, file, and track financial documents
2. Maintain confidentiality with all financial information
3. Process and remotely deposit checks
4. Handle all Accounts Payable, including proofing invoices, writing and mailing checks, and filing.
5. Process support documents for grant filings in support of billing by Finance Director.
6. Assist in all audit processes i.e. financial, workers compensation and grants.
7. Assist Finance Director as needed and time permits.

Knowledge, Skills and Abilities

- High energy and passion for My Sister's House mission - a commitment to community service and volunteerism
- Bachelor's Degree from an accredited college or university preferred
- A minimum of two (2) years of office management experience or finance experience
- Excellent time-management skills and problem-solving attitude
- Computer skills and proficiency in MS Office applications (Word and Excel)
- **Must have a sense of humor**
- Experience in working with clients with complete discretion
- Strong interpersonal skills, and ability to network with and engage diverse groups of people
- Ability to approach challenges with an innovative approach and curious mind
- **A professional and resourceful style; ability to take initiative and manage multiple tasks and projects at a time**
- Excellent communication skills, both written and verbal
- The ability to work both independently, without close supervision, and collaboratively at varying levels of seniority within and outside of My Sister's House
- The ability to pass a comprehensive background check
- **The ability to represent My Sister's House with a high level of excellence**