

TITLE: OFFICE MANAGER

Reports To: Executive Director	FT/PT: Full-Time
FLSA Classification: Exempt	Department: Administration
Last Updated: 3 April 2019	Signature:

JOB SUMMARY: (What is done and why.)

The Office Manager manages all Circus Smirkus office functions. (S)he also performs a variety of accounting, human resources, and general administrative tasks and supervises the Office Assistant.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

Accounting and Financial Management

1. Ensure that accurate, complete, and timely financial transaction data is entered into QuickBooks accounting software.
2. Manage preparation and finalization of monthly and annual financial reporting materials. Review reports for reasonableness and analyze variances.
3. As requested, prepare and analyze monthly Finance Committee and special reports for the Executive Director and department heads.
4. Prepare manual invoices and track receivables. Contact customers directly or work with relevant Smirkus staff to collect past due payments.
5. Monitor accounts payable and schedule vendor payments in consultation with the Executive Director. As necessary, make unscheduled payments.
6. Manage monthly tuition reports from department staff entering appropriate data into Quickbooks. Manage seasonal accounting entries for ticket sales, and Tour and Camp Sales receipts.
7. Work with auditors to maintain Smirkus' Asset List. Provide them with details of asset additions and disposals.
8. Help to develop and maintain the Company's budget, financial forecasts, and cash flow projections in conjunction with the Executive Director and other department heads.
9. Develop and monitor the Admin. department budget.

10. Oversee the annual audit and respond to auditors' requests for information as necessary.
11. Recommend and participate in ensuring compliance with all business and financial policies and accounting practices.
12. Participate, as requested, with the Board's Finance Committee.
13. Review financial contracts relating to insurance, human resources, and information technology, and make recommendations for adoption or improvement.

Human Resources

1. Manage all aspects of payroll and employee benefits. This includes preparing the bi-weekly payroll for Paychex, tracking all benefits, and resolving any problems.
2. Oversee all aspects of new employee intake.
3. Process employee departures: calculating final pay; offering COBRA benefits; preparing documentation for an exit interview. Administer COBRA benefits as necessary.
4. Handle annual insurance (property, Inland Marine, liability, Directors, Workers' comp) and employee benefit plan (health insurance, SIMPLE) renewals. This includes updating employee classifications and insurance valuations, and preparing annual Workers' Compensation audits.

General Office Administration

1. Hire, train, and manage/supervise the Office Assistant.
2. Maintain a master log of all Company logins and passwords.
3. Maintain control and issuance of Company credit cards.
4. Respond to inquiries regarding Smirkus policies, procedures, and operations.
5. Ensure that all physical and digital filing systems are maintained and kept up to date.
6. Recommend purchase of office equipment as needed.
7. Oversee cleaning of office areas and maintenance of office equipment. Suggest

- and arrange for shredding as needed (biannually).
8. Provide back-up support for Company data bases and, as requested, enter and reconcile data and prepare reports.
 9. Perform other necessary support services and administrative tasks, including filing.
 10. In collaboration with relevant staff, develop, implement and maintain office policies and procedure. Recommend and implement process improvements, as approved.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Minimum of 4-5 years of progressively more responsible work experience in an accounting or business office environment.
2. Bachelor's Degree in Business or Accounting preferred; appropriate experience may be substituted.
3. Minimum of 3 years of payroll processing.
4. Knowledge of accounting principles, techniques, and procedures.
5. Good organizational skills and an ability to handle competing priorities.
6. Excellent customer service skills.
7. Very good oral and written communication skills.
8. Solid understanding of MS Office applications; experience using QuickBooks preferred and experience using Fund E-Z helpful.
9. Accuracy and attention to detail.
10. Ability to work independently
11. Demonstrated ability to work with individuals in all age groups, including children.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

The Circus Barn, Inc.- An Equal Opportunity Employer

Work is primarily in an indoor office setting.

The successful candidate must pass a background check.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, hearing, and communicating effectively. Work may include occasional pushing, pulling, or carrying equipment. May be requested to drive locally for pick up, deliveries, etc.

SUPERVISION:

Supervision is received from the Executive Director. Supervision is provided to the Office Assistant.