



Position title: Office Manager

Position Overview: Reporting to the Executive Director, the office manager provides support and oversight including but not limited to the following areas: finance, donor record management, human resources and general office management.

Duties and Responsibilities:

The Office Manager will:

- Data entry of donations: receipting all donations including cash, cheques, credit cards and pre-authorized debits
- Co-ordinates donor thank you letters and mailing of receipts
- Correspondence with donors and assists with other correspondence as requested by the Executive Director
- Administrative co-lead of donor management online platform; ongoing maintenance and database monitoring
- Bank deposits and petty cash management as required; monthly reconciliation of credit card
- Data entry and record keeping for accounts payable on a daily, weekly and monthly basis; preparation of financial records for year-end
- Preparation of Annual Report; support planning of Annual General Meeting
- Record keeping and support for fundraising and signature event financials
- Orders, manages and optimizes the functioning of the office and office equipment;
- Maintains the office records, lists, files and calendar
- Support ongoing review and updates of organizational policies and procedures; human resource support to Executive Director as required
- Provide support for Board of Directors; Monthly minute taking for Board meeting
- Develops and maintains a position manual with annual review and updates
- Other duties as assigned

Qualifications:

- Experience in providing administrative support in non-profit environment
- Ability to take initiative and to organize and prioritize work to meet deadlines
- Excellent oral and written communication skills
- Proven experience and skill in using word processing including Microsoft Office: Word; Outlook; Excel
- Experience with InfoAnywhere, eTapestry and Canada Revenue guidelines for tax receipting
- Team player with a willingness for a flexible work schedule
- A strong interest in palliative care, and support for the mission and work of Hospice Huntsville
- Sensitivity, tact, and resourcefulness and a thorough respect for confidentiality