

Position Title: Office Manager/Human Resources

Position Summary: The Office Manager is responsible for many matters relating to the efficient daily operation of ProWorks; the Office Manager is directly responsible to ProWorks Director.

Beginning Wage: \$12 per hour

Responsibilities and Essential Functions:

- 1) The Office Manager must possess a working knowledge of Microsoft Excel, Microsoft Word, Cashe, Quick Books Enterprise.
- 2) Responsible for accounts payable:
 - Assigns expenses from bills or invoices to the appropriate Quick Books accounts.
 - Generates Accounts Payable checks, utilizing Quick Books Accounts payable, to cover bills “approved” by the Executive Director, for payment, obtains receipts for expenses, secures required check signatures and sends checks to the appropriate individual or business.
- 3) Bi-Weekly payroll
 - Enters data from client timecards to DT&H Payroll Sheets; this requires the ability to proofread Payroll Sheets and make the necessary changes.
 - Enters data from Payroll Sheets onto Wage Reports (that are sent to Social Security Administration and Social Services monthly) and into Quick Books payroll system.
 - Generate payroll checks, acquire required check signatures, run payroll summaries, prepare payroll reports for Financial/Social Workers and deliver checks to appropriate person on payday.
- 4) Reconciles monthly Checking and Savings Account Statements with Quick Books.
- 5) Documents expenditures from individual spending accounts and reconciles bi-weekly. Notifies individuals Primary Caregiver when their spending account needs to be replenished.
- 6) Keep track of Petty Cash Expenses, obtain receipts for those expenses, replenish petty cash box and reconcile expense statement bi-weekly.
- 7) Attendance/Transportation:
 - Maintains records of daily attendance and transportation to be used for monthly billing for services provided.
 - Keep a schedule of client absences, appointments and communicates with Program Coordinators for transportation and community scheduling.
 - Schedules transportation for Community Employment and transportation to/from Dassel Red Rooster site.
- 8) Answer phone, check voice mail and deliver messages to appropriate people.
- 9) Maintain inventory of all real property valued at \$100.00 or more.

- 10) Attend staff meetings and in-services as required.
- 11) Obtains all the necessary documents from new employees to keep in Employee & Medical files. Submits completed Background Check forms to Dept. of Human Services and reports "new employee" to Social Security Administration.
- 12) Assists with ProWorks budget, review quarterly with Executive Director and Business Manager
- 13) Attend and present financial reports at bi-monthly Board of Directors' meetings.
- 14) Work with Auditor to produce ProWorks Annual Audit Report.
- 15) Maintains a "working" knowledge of and adherence to written and unwritten ProWorks policies and procedures, Federal / State Department of Labor Wage & Hour Standards, MN DHS 245D Certification, MN Vulnerable Adult and Maltreatment of Minors Statutes and Rule, ProWorks Facility Abuse/Neglect Prevention Plan, MN Department of Human Rights, OSHA and any other applicable Federal, State County and City laws, standards, ordinances, practices or rules.
- 16) This job description attempts to name and/or describe the primary responsibilities of the Office Manager, but given the complex and cumbersome system under which ProWorks is expected to operate it is simply not possible to give an exhaustive account of all the Office Manager's responsibilities which presently exist or will exist as a result of new federal and state requirements; therefore, the Office Manager must be agreeable to add or delete responsibilities as needs arise.

Qualifications:

- High School Diploma
- Must speak, read and write "fluent" English
- Must possess "good" math skills
- Must have the ability to effectively communicate with others.
- Must have some knowledge of sales and marketing techniques
- Must have a working knowledge of "basic" office and computer skills
- Must have and maintain Basic First Aid and CPR Certification
- MN Class C Driver's License and "acceptable" Motor Vehicle Record (MVR)