



Office Manager

40 Hours/Week

Starting Pay \$18 to \$22 an Hour

Hours of Operation: Monday-Friday from 9:00 am to 5:00 pm

(Paid vacations/holidays and healthcare plans offered)

Mission: The Henrico Police Athletic League (Henrico PAL) is a non-profit 501 (c) 3 organization whose mission is to provide a high quality and safe environment for at risk youth in grades K-12 through educational, athletic and social programs, while creating a positive relationship between police officers and youth.

Job Description: Working under the supervision of the Henrico PAL's Executive Director, the full-time Office Manager oversees and manages all office procedures and other tasks as assigned to ensure the efficient and cost-effective operation and stewardship of Henrico PAL through donor and customer relations. Starting salary is commensurate with experience.

Duties and Responsibilities:

- Open, operate, and close administrative office as scheduled
- Provide superior customer service as HPAL's director of first impressions
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software
- Monitor and assist with maintenance of the organization's website to include creating and processing participant online registrations, pledges, credits, and refunds
- Process accounts payable via QuickBooks
- Prepare/make bank deposits, report details to Executive Director and Accountant
- Provide talent acquisition assistance and oversee onboarding and training to ensure HPAL is compliant with all federal, state, and local laws and ready for VDSS audits
- Maintain confidentiality in all aspects of client, staff, and agency information
- Collect and submit data as requested by VDSS, accounting, and/or insurance auditors
- Research, implement, and maintain employee benefits
- Conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff, and Board of Directors
- Set up and coordinate meetings and conferences
- Attend Board, committee, or other meetings as requested
- Compile, transcribe and distribute minutes of meetings as requested
- Research, price, purchase, and maintain office furniture, equipment and supplies as needed
- Perform general clerical duties to include mailing, filing, and support staff in assigned project-based work
- Supervise volunteers, interns, and other support personnel

QUALIFICATIONS AND SKILLS:

- 4-year college degree is preferred
- Previous experience in managing an office setting required
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Knowledge of business and management principles involved in strategic planning, resource allocation, and human resources
- Proficient with Microsoft programs, including Word, Excel, and Publisher.
- Excellent organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Excellent oral and written communication skills
- Self-starter who can work independently
- Skilled in establishing priorities and managing workload
- Ability to follow direction
- Must be able to pass background/drug check
- Possess a valid VA Driver's License

Cover Letter and Resume must be received by Wednesday, March 17, 2021 and sent to:

kragland@henricopal.org

Subject: Office Manager Position

**Henrico Police Athletic League, Inc.
8655 Staples Mill Rd
Henrico, VA 23228**