



Join our not-for-profit organization that provides counseling services, recovery coach services and addiction services with a commitment to quality care for our clients in a Christian environment.

Title: Office Manager (Part-time 25 hours a week)

Position

Reporting to the Executive Director, The Office Manager of this non-profit organization is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Office Manager will work under the direction of the Executive Director to ensure the needs of the office, volunteers and our clients are met in a timely manner.

S/he will assist in building and managing effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure.

As a member of the senior management team of In His name Outreach, the Office Manager will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for IHNO's expansion of programs.

Specific responsibilities include:

Financial Management

- Perform all bookkeeping functions using Quickbooks On-line
- Run Payroll and pay federal and state payroll taxes
- Process income, expenses, and bank deposits
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for IHNO's board of directors.
- Assists Executive Director with budgeting, financial forecasting, and cash flow for administration.
- Manage volunteer and independent contractors (counselors); make sure MOU's and invoices are up to date.
- Coordinate all audit activities.

Administrative Leadership and Office Duties

- Serve as a business partner to the Executive Director on the organization's financial, budgeting, and administrative processes—including HR, payroll, and office functions—with an eye to continuously developing and improving systems.
- Manage and oversee the coordination of all volunteers that work in office and special events.
- Manage the office to ensure effective telephone and mail communications both internally and externally and maintain professional image
- Oversee Google Calendar for scheduling of Independent contractors (Counselors and Life Coaches), volunteers and clients.
- Respond to incoming calls and direct to appropriate parties
- Maintain office equipment including computers, copier, fax, telephones, etc
- Maintain and replenish inventory and office supplies
- Assist with preparing documents for Board meetings, trainings, and other meetings
- Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.
- Coordinate production of brochures, event flyers, and quarterly newsletter
- Assist with email and social marketing communications
- Assist the Executive Director, Board, and other staff with miscellaneous projects as requested

Qualifications

The Office Manager will have at least 3-5 years of professional experience, including managing the finance and administration of a small not-for-profit or equivalent experience. S/he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The Office Manager will have the following experience and attributes:

- Bachelor's degree in Business, Management, or Finance.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Experience with Quickbooks or other bookkeeping tool and has good knowledge of accounting and bookkeeping, ideally in the nonprofit sector.
- Experience preferred in medical/Medicaid billing.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to IHNO's mission.

Please send your resumes to info@ihno.org. No phone calls please.