

CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Position Information

Position Title:	Office Mar	nager			
Department:	Catholic Cha	arities			
Reports To (Title): Program Director					
Work Schedule:		OM-F Hours: _	to 00	ther: <u>Monday</u> - Th	ursday (25 hours)
Type of Employee		ORegular Full Time		O Part Time	Temporary
(Hours worked pe	r week)	(≥30)	(20-29)	(≤20)	(varies)
Percentage of Trav	vel Required	0%	• 10%	0 25%	O 50%+
Exemption status	(HR use only)	🗆 Exempt	Non-exempt		

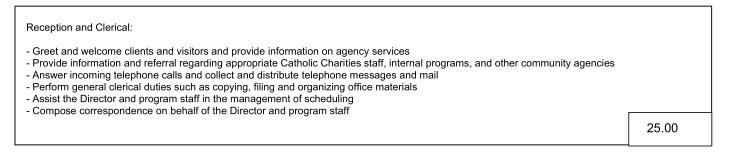
Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Office Manager is responsible for maintaining a hospitable, confidential, efficient and professional atmosphere in the office; providing secretarial, bookkeeping and office management skills to the operation of the regional office; establishing and maintaining appropriate professional standards; and representing Catholic Charities and its mission to the public.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.



Duties and Responsibilities continued from page 1

Office Management:

- Purchase and manage the stock of office supplies and equipment
- Recruit, train and supervise office and program volunteers
- Perform assigned duties relative to site maintenance

20.00

Bookkeeping Duties:

- Collect payments, record and deposit revenues and donations, and write receipts and acknowledgment letters	
- Assist Director in the implementation of office and program budgets	
- Review monthly operating statements (i.e., Income Statements and General Ledger) with the regional director for accuracy;	
initiate corrections as indicated	
- Prepare and submit expense vouchers according to agency guidelines	
- Maintain office financial records and petty cash accounts per agency policy and procedures	
- Maintain client and volunteer records	
- Compile and maintain program data and produce reports as assigned	
- Assist with grant applications and grant reports as assigned	40.00

Marketing (at the Direction of the Regional and/or Program Director):	
 Inform the community of program news and services via a newsletter, parish bulletin announcements, presentations, social media, and/or other marketing strategies Cultivate relationships with community organizations, churches, schools, and other entities to sponsor food drives or workshops and solicit volunteers Represent the agency before various audiences, including community groups, diverse places of worship, and existing 	
or potential funders. - Represent Catholic Charities at community resource fairs or other events as assigned	10.00

Other Duties:	
 Coordinate the distribution of emergency assistance according to agency policy and procedures Attend agency, staff, and community meetings as determined by supervisor Perform other duties associated with the general responsibilities of this position 	
and/or as assigned by supervisor	

Position	Qualification	S
		<u> </u>

Formal Education (minimal level REQUIRED for this position)

O No minimum education level		
O High School diploma or GED		
• Associates or other 2-year degree	including technical/trade school	
O Bachelors degree		
O Masters or Professional degree (N	I.B.A., J.D., etc.)	
O Doctorate		
Degree in specific subject area:	Degree Type:	
	Concentration:	
Work Experience (minimum e	experience REQUIRED for this pos	ition)
O Less than 1 year		
1 - 3 years		
O 4 - 6 years		
O 7 - 9 years		

O 10 + years

Years of specific work experience: Field: Office Support & bookkeeping Years of experience: 3

Qualifications

General Qualifications:
 Proven ability to manage a diverse office environment including bookkeeping and organizational skills Proficiency in oral and written English
- Authorized to work in the U.S.
Skills:
- Excellent interpersonal skills and ability to work on assigned projects independently as well as part of a team - Proven computer skills including Word, Excel, and other similar applications
- Proven computer skills including word, excet, and other shifted applications - Demonstrated ability to work effectively with a wide diversity of people from different cultural, ethnic, and socioeconomic backgrounds
Special Requirements:
Special requirements. - Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities
- Valid NC Driver's License and a vehicle in working order for business use
Preferred:
- Bilingual in Spanish/English oral and written communications - Bachelors Degree
- dauleus Degree
*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings, as needed.

Position Characteristics

Physical Requirements/ Work Environment (This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	0	0	\bullet	0
Sitting for extended periods	0	0	$oldsymbol{eta}$	0
Standing for extended periods	0	0	\odot	0
Primarily office work	0	0	0	\bullet
Primarily outdoor work	0	\bullet	0	0
Primarily indoor work	0	0	0	\bullet
Prolonged exposure to heat/cold	0	\bullet	0	0
Prolonged exposure to loud noise	0	$\textcircled{\bullet}$	0	0

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision : Supervisor gives specific instructions on all assignments. Work is reviewed regularly for	0
accuracy and completeness.	<u> </u>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally	\bigcirc
is to be done, limitations, quality and quantity expected, deadlines, and priorities.	\cup
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines.	•
Assists employee with unusual situations. Employee carries out successive steps and resolves problems in	(\bullet)
accordance with instructions and policies.	0
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on	\bigcirc
deadlines, projects, and work to be done.	\cup
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with	•
general plans, policies, and purposes of the department. Results of work are considered technically	\bigcirc
authoritative.	$\mathbf{\nabla}$

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.