

DETROIT FUTURE CITY™ JOB DESCRIPTION FORM

Job Title:	Date:
Office Manager	4/22/19

Dept/Business Unit:	Supervisor:
Administration	Deputy Director

Employment Status: FT or PT	FLSA Status: Exempt or Non-Exempt
Full-Time	Exempt

Location:	Other:
Detroit	

PURPOSE OF JOB:

Detroit Future City (DFC) is a non-profit planning and advocacy agency serving the City of Detroit and committed to advancing the quality of life of all Detroiters. We are seeking an experienced Office Manager to join our team. The Office Manager will work closely with DFC management and our 11-member staff to ensure the smooth functioning of office operations on a day to day basis.

- KEY RESPONSIBILITIES:**
- Ensure smooth functioning of office operations on a day-to-day basis.
 - Interface with vendors including building management, IT consultant, material suppliers, utility companies, caterers, etc.
 - Manage maintenance of office equipment
 - Manage purchasing and procurement processes
 - Prepare payables and receivables for processing by accounting consultant
 - Assist with tracking expenses by grant and program
 - Review and approve staff time sheets and expense reimbursement requests
 - Manage staff interface with human resource and benefit providers
 - Assist with hiring and on-boarding for new employees
 - Maintain corporate records.
 - Prepare materials for Board meetings and Board Committees and provide administrative support

- JOB QUALIFICATIONS:**
- BASIC QUALIFICATIONS**
- Minimum 3 - 5 years of experience as an office manager, administrative assistant or bookkeeper required.
 - Bachelor's degree is desired but not required.
 - Proficiency with Microsoft Office products required. Knowledge of QuickBooks accounting software desired.
- THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING SKILLS AND QUALITIES:**
- Well organized and detail conscious
 - Able to work independently and handle multiple responsibilities with minimal supervision
 - Trust worthy and able to handle confidential information with discretion
 - Excellent project management skills
 - Excellent verbal and written communication skills
 - Team player able to work effectively with diverse colleagues
 - Professional demeanor and strong people skills
 - Passionate about Detroit and the mission of Detroit Future City
 - Previous experience working with non-profit organizations is desired but not required.

SPECIAL CONSIDERATIONS:

WORK HOURS : 40

PHYSICAL REQUIREMENTS : Some job duties require employee to bend, stoop, reach, stand or walk for extended periods.
Must be able to lift 25 lbs.

COMPENSATION & BENEFITS

- Competitive salary commensurate with education and experience
- Medical, dental, vision, life/AD&D insurance plans, and long-term disability
- 401k Savings Plan with a match
- 20 PTO days per year
- 15 paid holidays per year

