



**POSITION:** Office Manager  
**SUPERVISOR:** Executive Director  
**STATUS:** Full-time, 40 hours, 12 months, non-exempt

**OVERVIEW:**

The Office Manager is responsible for a broad range of administrative and data duties. It requires skills in the areas of payroll and benefit coordination, office management, and general administrative duties.

**KEY RESPONSIBILITIES:**

- Prepares and submits bi-weekly payroll reports and maintains all payroll records.
- Maintains employee paid time off (PTO) reports.
- Updates and manages employee's fringe benefits reports electronically.
- Assists in preparation of grant invoices.
- Process Account Receivables and Account Payables.
- Reviews, approves, and orders supply requisitions for the office.
- Defines and implements procedures for retention, protection, retrieval, transfer, and disposal of records.
- Designs and implements office policies by maintaining accounting standards and procedures; measuring results against standards; making necessary adjustments.
- Oversees leases and the maintenance of office equipment.
- Advises ED regarding the need for revisions in administrative and office procedures/policies.
- Work with contractors to ensure that the office runs smoothly.
- Schedules and take notes at the in-service trainings.
- Other duties as assigned by the Deputy Director and Executive Director.
- Basic data entry into CRM system.
- Ensure that all files are current.

**REQUIRED QUALIFICATIONS, SKILLS and KNOWLEDGE:**

- Basic human resource skills.
- Proficient with Microsoft Office Suite.
- Two or more years of office management.
- Knowledge of non-profits and office management (preferred).
- Strong communication skills.
- Excellent organization skills.
- Knowledge of CRMs.
- Demonstrated commitment to teamwork and collaboration.

Salary will be determined depending upon qualifications and experience. Parents of children with disabilities and/or special health care needs are encouraged to apply.

**This position is open until filled. To be considered you must submit a resume and cover letter to <https://www.ppm.org/careers/>.**

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