



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

POSTING DATE: 5/1/2010

POSITION TITLE: OFFICE MANAGER

REPORTS TO: Vice President

SUPERVISES POSITIONS: Secretaries, Administrative Assistants & Aides, Program Assistants

JOB SUMMARY:

Responsible for the day-to-day management for learning center and corporate office operations. Will oversee all administrative functions of the organization, including: Finance, Reporting, Facilities Management, Human Resources, and other related functions as identified by the President/CEO. Supervises Accounts Receivables Associate and Human Resources Representative. Must be able to perform with little or no supervision. Great team player and ability to multi-task.

JOB DUTIES AND RESPONSIBILITIES:

- Manages all Financial transactions, including: bank/investment account monitoring; posting/closing of receivables and payables; financial reporting; payroll processing; asset management; tax payments; and P&L administration. Works directly with President and CFO on financial projects as identified.
- Coordinates Human Resources activities related to: talent acquisition; operations/personnel record keeping; compensation, benefits; and compliance.
- Provides Facilities support through efficient management of: janitorial staff; fixed assets and office inventory; security; systems/computer operations; and property maintenance.
- Conducts ongoing customer service functions such as staff training, troubleshooting, vendor management, etc.
- Directly supports the President/CEO with seasonal projects as identified.

DEPARTMENT: General Services

BASE EDUCATIONAL REQUIREMENT: Bachelor's Degree

YEARS OF RELATED WORK EXPERIENCE: 5 or more years

OTHER REQUIREMENTS: Teacher Certification / CPR Certification / First Aid Certification / Proficient in MSOffice / Valid driver's license and insurance / Strong verbal and writing skills / Car

OPTIONAL SKILLS: Fluent in foreign language / Valid driver's license and insurance / Car

SPECIAL CONSIDERATIONS:

Min. 3 yrs bookkeeping & admin. exper.; Thorough working knowledge of QuickBooks and HRIS sftwr; Exp in

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

HOPKINS HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER.

HR/Facil. Maint

JOB GRADE/RANK: 4 / E

STARTING SALARY: \$34,000 *(Final salary commensurate with experience and qualifications)*

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