



OFFICE MANAGER

Type of Position: Full Time, Exempt
Reports To: Finance Director

About The Center

The Center's nonprofit mission is to positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. In our work to extend healthy life expectancy and quality of life for everyone, The Center is committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind.

Position Summary

The Office Manager is responsible for overseeing the daily administrative operations of the office to ensure efficiency, organization, and a professional work environment. This role supports staff, manages office resources, coordinates administrative tasks, and ensures smooth internal operations.

Qualifications

- High school diploma or equivalent
- Proven experience in office administration, office management, or a similar role
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) or similar office software
- Ability to work independently and maintain confidentiality

Key Responsibilities

- Oversee daily office operations and administrative procedures
- Manage office supplies, inventory, and vendor relationships
- Maintain organized filing systems and office records
- Handle incoming calls, emails, and correspondence
- Support HR tasks such as onboarding, employee records, and scheduling interviews
- Assist with basic bookkeeping tasks including invoices, expense tracking, and purchase orders
- Ensure office equipment is properly maintained and arrange repairs when necessary
- Implement and improve administrative systems and procedures

- Provide general administrative support for management and staff

Preferred Skills

- Experience with bookkeeping or accounting software (e.g., QuickBooks)
- Knowledge of HR administrative processes
- Project coordination or team leadership experience

Work Environment and Physical Demands

- Employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- Employee is required to sit or stand for long periods of time and must be able to move around the work environment.
- Employee must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires a physical presence.

Salary

Exempt Position with a salary range of \$48,000 - \$52,000

Benefits

This position is full time with a benefits package that includes health and dental coverage, a generous 403(b) plan, vacation, sick leave, and national holidays.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with “Office Manager/Bookkeeper” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.