

## **Position Description**

### **Office Manager**

#### **About John Burton Advocates for Youth**

John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles. For more information about our work visit [www.jbay.org](http://www.jbay.org)

#### **Position Summary**

JBAY is seeking a dynamic, self-motivated, and experienced Office Manager. This position contributes to JBAY's overall mission by supporting the fiscal, operational, and human resource management systems, procedures, and processes. The ideal candidate will have knowledge of organizational operations, human resources laws, and general fiscal management skills. In addition, they will have excellent written and oral communication skills, and a strong interest in JBAY's mission. This is a full-time, salaried position with benefits. It is a hybrid position, with a minimum of two days in the office in downtown San Francisco, usually Tuesdays and Thursdays.

#### **Responsibilities of the Office Manager**

Reporting to the Executive Director, the Office Manager supports the administrative operation of the organizations, including human resource functions, IT and systems, procurement, and facilities. The Office Manager also assists the Executive Director and contracted accountant with budget and fiscal functions. They will also supervise the Administrative Assistant. Specific responsibilities include:

#### **Operations, Technology and Systems (60%)**

- Manages and maintains organizational systems and facilities.
- Develops and oversees document retention policies and manage disposal of records.
- Oversees organizational insurance policies and ensure organization is adequately covered.
- Ensures emergency and security policies and procedures are understood and followed, including cyber-security procedures.
- Oversees compliance with state and federal registration and reporting obligations, including state charity registrations.

#### **Human Resources**

- Assists with payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs.
- Assists with human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities.

- Assists with the compliance with applicable HR, employment and personnel laws and regulations.
- Maintains updated personnel and operations policies and procedures and ensures compliance.
- Trains and orients staff on personnel policies and procedures.

### **Finance**

- Processes accounts receivable and payable.
- Coordinates the annual budget development process, monitor expenditures and variances.
- Prepare ad hoc financial reports for the Executive Director and the Board of Directors and for the purposes of grant reports.
- Negotiates, prepares, and monitors all vendor and consultant contracts.
- Serves as staff liaison to the Board Treasurer and Audit Committee.
- Serves as the primary liaison with the organization's bank, ensuring that fees and service meet current needs.
- Coordinates the annual audit process and serve as the primary liaison with audit firm.
- Works with the Development Director to reconcile donor contributions monthly.

### **Requirements**

- At least 5 years of office management experience, preferably in a nonprofit.
- Bachelor's degree.
- Flexible and organized, with excellent judgment to support cross-functional activities.
- Experience using a variety of cloud-based software platforms and applications including MS Office Suite, Google Applications Suite, Adobe Acrobat, and advanced skills with web conference platforms.
- Demonstrated organizational skills including experience handling multiple tasks concurrently to meet workload demands and deadlines.
- Strong customer focused interpersonal skills including experience interfacing with all levels of personnel both internal and external to an organization with a high degree of professionalism, discretion, and confidentiality.
- Demonstrated oral and written communication skills including experience compiling information on complex subjects and producing professional high-quality, error-free documents, reports, and presentations.

### **Benefits**

This is a full-time position with a salary range of \$84,7070 to \$97,943 per year. The appropriate salary level is determined by a review of relevant experience and qualifications and how they compare to stages within the range, as well as comparable positions in the organization. Compensation includes a generous benefits package, including healthcare and dental insurance, paid time off, a wellness benefit, and retirement plan, among others.

### **How to Apply**

Send cover letter and resume with specific information about experience to [info@jbay.org](mailto:info@jbay.org). Candidates who do not provide a cover letter will not be considered. The position will remain open until filled.