

**JOB TITLE: Office Manager**

LOCATION: Twin Cities Metro

SALARY: \$35,000 + (DOQ)

TYPE: Full Time / 40 hours **DEADLINE: 02/28/12**

**PRIMARY DUTIES AND RESPONSIBILITIES:**

Effectively deliver a variety of administrative support duties in the areas of high-level project technical coordination and database management, human resources, financial management, training-event management, and IT services.

**PRINCIPAL DUTIES:**

**Compliance Program Management Support:** Schedule site inspections and coordinate reports management log, including notifications of due dates, reminders of late reports, and distribution of reports received to the appropriate compliance team member. Maintain accurate records and files (both paper and e-file) for all program reports. Route telephone calls or e-mail to the appropriate compliance team member. Manage incoming and outgoing general e-mail and snail mail according to established office procedures. Maintain the office Microsoft Outlook calendar. 45% of workload.

**HR/Bookkeeping/Office Management:** Primary contact for all vendor relationships, including payroll, benefits, office lease, insurance, banking, office administration, IT, etc. Maintain filing system for office operations and procedures. Coordinate procurement of office supplies and equipment and maintenance of office equipment. Maintain internal processes for payables and receivables, including remote access deposit banking procedure. Match all items on the monthly bank statements to deposit records and expense receipts prior to reconciliation. 30% of workload.

**IT Support:** Serve as primary contact to troubleshoot IT problems and to schedule outside technical support vendors to coordinate services for database management (e-mail, local and shared server, website, "Cloud" backup for documents on the server). Coordinate all equipment maintenance contracts. 15% of workload.

**Training Support and Event Coordination:** Update website and e-mail notification for all scheduled trainings (up to 12 annually). Maintain registration log, invoices, and course documentation (course and instructor approvals) submissions, including required material for Department of Commerce Continuing Real Estate Credits. Schedule event logistics with site contact personnel; coordinate with appropriate vendors all refreshments, training material production, and audio-visual training aids required by trainers. Provide administrative support for Board meetings (up to 3 annually), if held on-site. 10% of workload.

**EXPERIENCE AND QUALIFICATION REQUIREMENTS:** Best Qualified candidate will have held progressively responsible general administrative experience in a small office setting. Best Qualified candidate also will have experience with financial management software (Quicken or QuickBooks or equivalent) and HR support with personnel benefits. Previous experience in affordable residential housing field is highly desirable.

AA degree in business or administration with a minimum of 5 years high level executive support or administrative systems experience required. BA degree preferred. Excellent organization, problem solving, and business management skills. Excellent verbal and written communication skills. Excellent knowledge of office

procedures and proficiency in Microsoft Office and EXCEL required. Excellent time management skills and ability to handle multiple projects simultaneously. Must be flexible and able to work within a collaborative environment and adapt to meet the needs of a diverse team.

**CONTROLS OVER WORK:** Position reports to the Executive Director but individual works collaboratively with members of the compliance team. Work product and process are subject to consultation with designated Senior Compliance staff and general review for consistency and accuracy by Executive Director. Employee is expected to follow the highest professional and ethical standards, including confidentiality provisions of the Minnesota Data Practices Act. Criminal Background check will be required as a condition to employment.

**OTHER JOB CONDITIONS:** Position may require occasional lifting or moving files, snail mail, supplies, etc., but weight should not exceed 30 pounds.

**BENEFITS PROVIDED:** Health care, dental, life and long-term disability insurance, 401k (with employer match), vacation, holiday and personal leave, as described in the AHC Personnel Policies.

AHC is an affirmative action/equal opportunity employer.