



Job Description

Position: Office Manager

Reports to: Director of Operations

Hours: 40 hours per week/Hourly non-exempt

Mission:

Court Appointed Special Advocates (CASA) provides a powerful voice and a meaningful connection for children who have experienced abuse, neglect, and abandonment.

Vision:

Every child in foster care has an advocate they can depend on to help them reach their fullest potential.

Values:

- We are **CHILD FOCUSED** we put the good of the child first, always.
- We are **CONNECTORS** we use the power of connection to optimize outcomes.
- We are **TENACIOUS** we are relentless in our efforts to identify solutions and overcome obstacles.
- We are **ACCOUNTABLE** we set goals, measure progress, and deliver results to our stakeholders.
- We conduct ourselves with **INTEGRITY** we operate with character, honesty, consistency, and reliability.

Description:

The Office Manager is a full-time role reporting to the Director of Operations. This person oversees the general office operations and supervises the Administrative Assistant. With other members of staff, this person ensures all financial policies are upheld, including paying bills and recording deposits.

Responsibilities:

- **General Office Management**
 - Provide direct supervision and support to Administrative Assistant;
 - Maintain master calendar of CASA events and holidays;
 - Coordinate ordering of food for events;
 - Maintain office and kitchen supplies;
 - Act as primary agency contact for services contracts (maintenance, IT service management company, etc.)

- Act as primary agency contact with the landlord for day-to-day service, maintenance, and room reservation requests;
- Coordinate with property management for security access.
- **Human Resources**
 - Serve as the primary point of contact for employee HR inquiries;
 - Supports employee appreciation events;
 - Support managers in addressing performance concerns, conflicts, and disciplinary matters through coaching and collaboration;
 - Maintain employee records (e.g. personnel files, background checks, harassment training, licenses/certification, auto insurance, etc.);
 - Ensure compliance with all relevant employment laws and regulations, as well as National CASA/GAL standards.
 - Coordinate with benefits brokers for open enrollment, new hires, employees' changes and employee terminations;
 - Coordinate performance evaluation processes;
 - Manage HR-related documentation, such as employee handbooks, policies, and procedure;
 - Oversee onboarding and new hire orientation;
 - Oversee the offboarding process, such as coordinating final check, termination of benefits, completion of off boarding paperwork;
 - Supports the recruiting process;
 - Maintain Board Roster, Board Tracking Workbook, and board member files;
 - Maintain confidentiality and handle sensitive information with discretion in all interactions.
- **Bookkeeping**
 - QuickBooks - Pay bills: write and print checks at least weekly;
 - Upload check information into positive pay and manage exceptions;
 - Record incoming revenue in QuickBooks and prepare deposit packets for CEO;
 - Remotely deposit checks at least weekly;
- Other duties as requested by Director of Operations

Qualifications:

- At least 2 years of administrative and 2 year HR experience;
- Experience in MS Word, Excel, Power Point, and Google Suite (Quickbooks a plus);
- Strong time management, organizational, and people skills;
- Must be extremely reliable and professional in appearance and demeanor;
- Can handle multiple tasks; and able to work independently;
- Some experience or understanding of nonprofits; values in line with organizations'
- Ability to adhere to the highest standards of confidentiality;
- SHRM Certification a plus

Benefits:

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B w/ employer contribution
- Employee Assistance Program
- \$25k Basic Life and D&D Policy
- Career development opportunities
- Generous time off package
- Team activities

Salary:

- \$28.00 - \$32.50 Hourly Rate

Please forward a resume and cover letter to jobs@casaoc.org **with OFFICE MANAGER in the subject line** if interested in applying for this position.

Equal Employment Opportunity Policy:

CASA of Orange County is an equal opportunity employer. All applicants will be considered for employment without attention to the following: race, color, sex, sexual orientation, gender, gender identity, religion, national origin, citizenship and/or immigration status, pregnancy, genetic information including family medical history, physical or mental disability, child or spousal support withholding, military or veteran status, medical condition, marital status, AIDS/HIV, natural hair styles, political activities or affiliations, domestic violence, assault, or stalking victim status, application for or enrollment in Medi-Cal, lawful conduct occurring during nonworking hours away from the employer's premises, credit report or credit information, prior non-conviction arrest record, and any other protected class, in accordance with applicable federal, state, and local laws.