



Meals on Wheels and Senior Outreach Services

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Office Manager Job Description



Meals on Wheels



C.C. Cafés



Care Management



Fall Prevention



Home Care Referral



Friendly Visitors

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Meals on Wheels and Senior Outreach Services is a nonprofit 501(c) (3) organization (IRS #68-0044205)

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Organization Description:

Meals on Wheels and Senior Outreach Services is the most comprehensive senior-serving organization in Contra Costa County. Our seven program areas serve adults 60 plus, mostly low-income, who have a range of needs. We work with partner organizations to help seniors remain healthy and independent for as long as possible. Clients are not charged fees for any of our services. Instead, we rely on a combination of grants, donations, and government contracts.

Scope of Work:

The Office Manager is responsible for oversight of the day-to-day operations and grant compliance for the agency. This position supervises and manages the administrative unit of the agency. This is a key role in the organization and requires dedication and flexibility. The Chief Executive Officer relies heavily on this person in multiple ways.

Duties and Responsibilities:

The Office Manager is responsible for the operational and fiscal success of Meals on Wheels and Senior Outreach Services, ensuring seamless team management and development, program delivery, quality control, and evaluation.

This position reports to the Chief Executive Officer and is a member of the Management Team. This is a full-time position located in Walnut Creek and requires occasional evening and weekend work.

- Work with Chief Executive Officer to support the operational systems, processes, and policies in support of the organization's mission – specifically, support better management reporting, information flow, business process and organizational planning.
- Supervise and execute day-to-day financial management, systems, and controls.
- Monitor A/P and A/R to ensure vendor agreement and county contract compliance.
- Oversee payroll and human resources, including the periodic reconciliation of employee benefit balances.
- Manage payroll, including tabulation of accrued employee benefits.
- Oversee the organization of fiscal documents.

- Meet regularly with the Chief Executive Officer around agency function.
- Supervise and coach agency administrative and fiscal staff and Program Managers to ensure adherence to agency policies and procedures.
- Participate in annual budgeting and planning process for the organization's annual budget and program budgets with Chief Executive Officer.
- Manage day-to-day processing of accounts receivable and payable.
- Reconcile monthly activity, generating year-end reports and fulfilling tax related requirements.
- Manage contracts and reimbursement requests.
- Manage payroll and employee benefits and organizational insurance.
- Ensure that Accounting Department requests are resolved and communicated in a timely manner to internal and external parties.
- Manage relationships with all outside vendors.
- Oversee organizational insurance policies.
- Oversee event organization, implementation, and budgeting.

Qualifications:

This position requires the following:

- Bachelor's degree from a fully accredited program.
- Knowledge of Contra Costa social services and resources.
- Excellent computer skills.
- At least 2 years' experience managing business financials.
- Experience working in leadership at a nonprofit community based organization.
- Knowledge of QuickBooks.
- Successful experience creating and managing budgets
- Knowledge of basic personnel law and policies.
- Experience working in a stressful environment with multiple demands.
- Direct supervisory responsibilities including mentoring, coaching, and reviewing.
- Ability to handle multiple constituents and projects and consistently meet deadlines.
- Experience speaking in front of groups.
- Manual typing skills.
- Excellent telephone and interpersonal skills.
- Experience reporting statistics and meeting deadlines.
- Collaboration with multiple stakeholders.
- Background check clearance.
- Clean driving record for 3 years.
- Have reliable transportation.

Salary Range: \$40,000 - \$50,000 plus benefits

Submit Resume and cover letter to tpares@mowsos.org