Office Manager

Colorado Fiscal Institute
October 2019

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Background:
The Colorado Fiscal Institute (CFI) is a nonprofit, nonpartisan organization that provides credible, independent and accessible information and analysis of fiscal and economic issues facing Colorado. Through high quality research, strategic communications, statewide education and advocacy, CFI advances sound fiscal and economic policies that promote equity and widespread prosperity in Colorado.

Overview:
The Office Manager will be responsible for ensuring that CFI’s administrative functions run efficiently and effectively. The Office Manager will maintain office records, perform basic HR and bookkeeping functions, assist and support the executive director and outreach and development staff as needed.

The Office Manager position is full-time, but could be converted to a part-time position to accommodate the right candidate. The position is based in Denver with some off-site meetings and limited travel.

Commitment to Diversity, Equity and Inclusion:
CFI is committed to building a more diverse and inclusive organization to fully represent and engage all Coloradans. Recruiting staff that reflects the diversity of perspectives and experiences of Colorado is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: people of all ethnic/racial backgrounds, people of all gender identities/gender expressions, people with disabilities, low-income and LGBTQ persons.

Duties and Responsibilities:

1. Office management
   - Staffing the office during business hours
   - Maintain and organize office records, both physical and electronic
   - Work with staff to purchase and maintain computer hardware and software
   - Work with suppliers to purchase and maintain office equipment (phones, copier, translation equipment, etc.)
   - Managing supplies inventory
   - Answering phones, providing information to callers, responding to voice mail, collecting and dispersing mail
   - Coordinate all travel arrangements (registration, airfare, ground transportation, hotel, etc.) for staff and leaders when requested
2. Support to Executive Director
   - Prepare contracts with independent contractors
   - Work with business insurance broker to obtain and keep current appropriate business insurance coverage
   - Oversee all company credit card expenditures
   - Assist with annual financial audit, as needed

3. HR Generalist
   - Work with insurance broker to obtain and keep current employee medical coverage
   - Work with plan administrators and managers to maintain employee retirement plan
   - Work with workers’ compensation provider to keep coverage accurate and current
   - Keep accurate PTO records for all staff

4. Support development and outreach staff
   - Coordinate logistical support for meetings, including venues, child care, interpretation, and food
   - Provide organizers with community grant balances on a regular basis to assist with timely submission of grant applications
   - Support event planning as needed
   - Maintain Salsa database by updating contact info, donation info and action info
   - Assist in production and distribution of individual donor appeals

5. Work closely with bookkeeper
   - Track invoices for services provided
   - Review and provide receipts for company credit card statement
   - Review bank statements and provide source information for electronic deposits
   - Assist with annual financial audit as needed

6. Performs other tasks as assigned by the Executive Director

QUALIFICATIONS:
   - Minimum of 3 years experience with office management duties
- Strong office skills (typing, filing, answering phones, etc.)
- Basic bookkeeping and math accuracy
- Fluency in Microsoft Office suite and Google Drive and Docs
- Strong analytical & computer skills
- Excellent skills in database management
- Works well under pressure and with many different types of people
- Excellent oral and written communications skills
- Efficient and meets deadlines
- Ability to handle multiple tasks with little or no supervision
- Strong organizational and time management skills
- A team player who is energetic, excellent problem-solving skills, hard-working and takes initiative
- Friendly, courteous phone and reception skills
- Excellent attention to detail & strong troubleshooting skills
- Committed to inclusiveness

COMPENSATION:

The salary range for this full-time position is $45,000 per year based on experience and qualifications. CFI offers a competitive benefits package with paid time off (sick and vacation), paid holidays, a SIMPLE IRA retirement plan with employer match, health insurance (medical and dental), parking stipend, short and long term disability insurance and flexible work schedule.

APPLICATION:

Candidates for the Office Manager position should submit a cover letter, resume to careers@coloradofiscal.org with the subject line “Office Manager.”

Candidates may also submit materials by mail to: Colorado Fiscal Institute, 1905 Sherman Suite 225, Denver, CO 80203. Please, no phone calls.