

**Classification Specification**  
**OFFICE MANAGER**

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016  
Apr 2014, Oct 2007

**GENERAL DESCRIPTION**

Responsibilities include coordinating agency administrative support functions, implementing policies and procedures for production of documents, workflow, filing, ordering of supplies, records maintenance, and other clerical services.

Responsibilities include maintaining the agency's accounting functions, including general ledgers, assisting with preparing the annual budget and financial statements, managing accounts receivable and payable, and preparing payroll.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

**ESSENTIAL JOB FUNCTIONS**

**Office Manager**

- Works with Executive Management Team to develop work flow procedures and performance standards, and promote effective administrative support functions.
- Participates in the hiring process of new administrative support staff, and provides initial orientation and training.
- Establishes and evaluates operating policies and procedures to ensure effective administrative support functions.
- Assists in researching and making decisions regarding purchase of a variety of office equipment and computer software.
- Manages document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Assists in the preparation of complex statistical and policy reports acting as a technical proofreader, and researching data as appropriate.
- Uses appropriate software to automate processes where possible. Designs and maintains spreadsheets and databases for use in support of administrative support functions and for various project activities.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.
- In a team setting, works with administrative support staff to provide clerical support to agency.
- Provides technical information and assistance to the public by phone and in person.
- Provides guidance and training.

## **Accounting**

- Serves as agency contact regarding accounting and payroll matters providing information/data as requested.
- Advises the Executive Director and Executive Management Team on budgetary and accounting matters.
- Processes all invoices for agency; deposits and tracks and/or oversees depositing of receivables.
- Prepares and maintains general journals and general ledgers; edits and reconciles discrepancies, and corrects irregularities to prepare balanced general ledger.
- Prepares weekly budget and financial reports for staff review and then prepares monthly balance sheet and overhead reports.
- Assists in compiling and producing the annual budget, financial statements, and special reports.
- Assists in tracking grant match for multiple projects.
- Computes and processes monthly payroll. Advises agency staff on payroll matters and preparation of timesheets. Creates monthly leave balance reports.
- May train and oversee the work of other staff as required in accounting, fund handling, depositing, preparing invoices, and preparing payroll.

## **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

## **DISTINGUISHING FEATURES**

The Office Manager classification is distinguished by the high level of responsibility for overseeing day to day office operation and accounting functions. This classification is responsible for leading and supervising administrative support staff to accomplish agency goals and work programs.

The accountant functions are distinguished by the high level of responsibility for operations and maintenance of the agency accounting system, comprehensive knowledge of accounting procedures and audit requirements, and the ability to work independently and establish procedures with little direction, except in the area of policy.

## **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

## **EDUCATION & EXPERIENCE**

### **EXPERIENCE – MINIMUM:**

One-year experience in a senior level office support position which includes experience performing accounting functions, acting as lead staff, independently coordinating projects and creating complex documents and reports, and computer software and hardware technical support.

Three years of governmental accounting experience.

### **EDUCATION – MINIMUM:**

Bachelor's Degree in Business Administration or accounting.

### **OR SUBSTITUTING**

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.
- Principles and practices of office management and work organization.
- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar, and word usage.
- Microsoft Office software for document and spreadsheet preparation.

Ability to:

- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Communicate effectively, orally, and in writing.
- Develop and manage administrative projects and anticipate and respond to administrative and operational problems.
- Design, implement, and maintain accounting and financial systems.
- Plan, administer, and evaluate complex procedures and accounting policies.
- Apply accounting procedures in preparing accurate and timely accounting records and reports.
- Interpret and apply laws and regulations that affect governmental accounting.
- Work with staff of contracting agencies in a knowledgeable and tactful manner to collect and/or disseminate financial information.
- Assist state auditors in their review of agency financial records.

## **LICENSES/CERTIFICATES**

A current Washington State Driver's License may be required.