
Job Description

Job Title:	Office Manager
Reports To:	Teaching Principal/Administrator
Job Status:	Fulltime, Exempt
Written By:	Valley Inquiry Charter School Board of Directors
Salary Range:	TBD
Revision Date:	June 2024

Position Summary: The Office Manager at Valley Inquiry Charter School is a crucial role responsible for overseeing the daily operations of the school office, ensuring efficient administrative support, and managing the school's financial activities. This position requires a highly organized and detail-oriented individual capable of handling a wide range of tasks, including school audits, payroll processing, and financial management. The Office Manager serves as a central point of contact for students, parents, and staff, ensuring excellent customer service and smooth school operations.

Job Duties and Responsibilities

Office Administration

- Manage and coordinate daily office operations, implementing procedures to improve efficiency and compliance.
- Maintain accurate records, including student files, staff records, and official school documents.
- Handle all school correspondence, communications, and scheduling for school administrators and board of governors.
- Ensure compliance with district policies and state regulations.
- Assist in the hiring and processing of school staff.
- Manage employee records and ensure adherence to school policies and employment laws.

Financial Management

- Oversee the school's financial operations, including processing payroll, managing accounts payable and receivable.
- Prepare and assist with the school's budget, ensuring tracking and reporting of all expenditures.
- Handle school audits, ensuring all financial records are accurate and compliant with regulatory standards.
- Manage school funds, including processing payments and reconciling school's finances on a monthly basis to ensure all transactions are accurate and up-to-date.

Customer Service

- Provide exceptional customer service to students, parents, and staff, addressing inquiries and resolving issues efficiently.
- Serve as liaison between the school, district, administration, board, and PTC.

- Coordinate and manage school events, meetings, and conferences.

School Operations

- Manage inventory and order office supplies as needed, ensuring the school is well stocked and organized.
- Ensure the school's compliance with safety regulations and school policies.
- Oversee the maintenance of office equipment, including troubleshooting issues and coordinating repairs.

Attendance and Enrollment

- Oversee student attendance records, ensuring accurate and timely reporting of attendance data.
- Communicate with parents and guardians regarding student attendance issues and policies.
- Manage the charter school lottery process, ensuring compliance with state regulations and school/district policies.
- Coordinate enrollment and registration processes, maintaining accurate and up-to-date student records.

Qualifications

- High school diploma or equivalent required.
- Bachelor's Degree and additional education or training in office management or a related field preferred.
- Experience in an office setting, preferably within a school environment.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in office software, including word processing, spreadsheets, and email.
- Knowledge of financial management practices, including payroll, accounts payable, and account receivable.
- Ability to manage multiple tasks and work under pressures.
- Experience in managing audits and ensuring compliance with regulatory requirements.

Skills

- **Organizational Skills:** Ability to manage multiple tasks and prioritize effectively.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to interact professionally and confidentially with staff, parents, and students.
- **Financial Acumen:** Proficiency in managing school finances, including payroll, budgeting, reconciliations, and audits.
- **Leadership:** Ability to motivate school staff and foster a positive work environment.
- **Technical Skills:** Proficiency in using office software and equipment, with a willingness to learn new technologies.
- **Problem-Solving:** Strong problem-solving skills, with the ability to address issues promptly, independently, and effectively.

Benefits

- Competitive salary
- Health insurance reimbursement
- Oregon Public Employees Retirement System
- Paid time off
- Professional development opportunities