JOB ANNOUNCEMENT

Job Title: Administrative Manager

Reports to: Executive Director

Entity: Community Health Initiative of Orange County (CHIOC)

FLSA Classification: TBA

Supervises Others: Yes

SUMMARY:
Reporting to the Executive Director, the Administrative Manager is responsible for the full-scope of CHIOC’s administrative functions. The Administrative Manager acts as the liaison with the organization’s assorted vendors including but not limited to: finance, information technology and human resources to ensure that the organization’s administrative needs are met. The Administrative Manager is responsible for engaging with all visitors and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative:

- Annual filing of all related business compliance reporting e.g. city, county, state entities.
- Annual renewal of CHIOC insurance policies.
- Staff support to the Board of Directors and committees.
- Provide and/or oversee centralized operations and procedures of services for the agency.
- Plan and coordinate staff development-training and monthly agency-wide staff meetings.
- Liaison with various vendors, providing maintenance, security, and other occupancy services.
- Perform other duties as assigned.

Human Resource (HR):

- Maintain approval of including but not limited to timecards and payroll information from CHIOCs employees, tracking all paid time off (PTO).
- Prepare all HR documents as relating to employment.
- Annual renewal review of all employee benefits including but not limited to health, retirement, workman’s compensation, unemployment, etc.

Finance:

- Assist Executive Director/Program Director preparing and maintaining contract requirements including invoicing.
- Develop external relationships with appropriate contacts, e.g. information technology (IT), accounting firm, insurance, human resource firm, payroll firm, etc.
- Review weekly payables and receivables for processing and approval by Executive Director.
- Prepare audit files for agency annual audits.
- Input financial data into QuickBooks and generate reports.
- Manage insurance broker agency reporting and receivables.

PREFERRED POSITION QUALIFICATIONS:

- Associate degree or bachelor’s degree.
- Advanced knowledge of finance and bookkeeping.
- Advanced knowledge of human resources.
- Four years of prior office administrative experience.

Please send resumes and cover letter to help@chioc.org