



## Job Description

<b>Job Title:</b> Asset and Office Manager	<b>Prepared By:</b> JMM
<b>Reports To:</b> Executive Director	<b>Approved By:</b> Synergy
<b>FLSA Status:</b> Non-Exempt	<b>Approved Date:</b> 9/25/2018
<b>Part-Time:</b> 24 Hours/Week	

**Summary:** Directly assists the organization by performing executive administrative functions to maintain an efficient and professional office environment. The position will handle several office administrative processes, including purchasing and record management, while supporting Program and Asset Management efforts with external partners. This position will learn and assume responsibility for some aspects of HAND's operations, grant reporting requirements, and communications activities, depending on the aptitude and abilities of the applicant.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintains an organized, professional, pleasant, clean and friendly office atmosphere.
- Processes invoices and payments according to HAND's accounting policy, assists with budget management, prepares financial reporting, and supports auditors during internal review.
- Assists Executive Director and other personnel with company mailings, photocopying collating, scanning and filing as requested or needed.
- Answers incoming telephone calls, determines purpose of callers, and accurately announces calls to Executive Director or appropriate personnel or referral agency.
- Creates professional written memos, correspondence, reports, emails and other documents when necessary.
- Assists with meeting county, state, and federal filing requirements with tax appeals, exemption applications, business-entity reports, and others.
- Coordinates and organizes volunteers for clean-up days at the organization's developments.
- Serves as main point of contact for property manager.
- Reviews financials for properties and prepares reports for Board and Asset Management Committee.
- Identifies cost savings and other efficiencies with the assistance of the Executive Director and Property Manager.
- Develops budgets and capital plans for properties with the Property Manager.
- Works with Asset Management Committee to fulfill the objective of the organization's Strategic Plan.
- Serves as the liaison to the Hamilton County Home Repair Partnership and manages the organization's contribution including but not limited to grant applications, compliance and monitoring.
- Performs all designated duties as directed by the Executive Director to successfully meet the objectives of the organization.

### Supervisory Responsibilities

This job has no supervisory responsibilities, but may include supervising volunteers in the office.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Prior office administrative and customer service work experience, and training in accounting (optional).

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and speak effectively before groups of customers or employees of organization.

### **Reasoning Ability**

Ability to apply to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to identify and distinguish colors.

When participating in volunteer days/activities, this role may be expected to do light landscaping, and some basic exterior maintenance of properties

### **Driving/Traveling Requirements**

Occasional need to utilize personal transportation for mail pickup and delivery and bank deposits. Must have a valid driver's license and automobile insurance.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is exposed to weather elements when running errands to pick up mail/make deposits.

### **Computer Skills**

To perform this job successfully, an individual should have proficient knowledge of the Microsoft Office Suite - WORD, EXCEL; OUTLOOK; POWERPOINT, INTERNET EXPLORER, and Adobe Acrobat. Must be able to accurately type 60-80 WPM.

### **Other Skills and Abilities**

- Excellent verbal and written communication skills
- Able to work with minimum supervision
- Excellent customer service skills.
- Building and managing spreadsheets.
- Excellent phone etiquette.
- Ability to use and maintain mail and delivery services, , scanner, and copier.

- Skill with voicemail and email for messaging.
- Ability to prioritize, type, follows direction, and use good judgment.
- Able to maintain concentration with distractions going on about them in traffic areas, etc.
- Able to maintain regular and predictable attendance.
- Able to establish and maintain effective relationships with those contacted within the line of work.

*(Note: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel workload, rush jobs, or technological developments).*

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**Please read carefully and check one of the choices below:**

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job.

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (please list below)

Print employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_