

Office Manager - Job Description

(pg. 1 of 2)



**Mennonite
Disaster
Service**

JOB SUMMARY: The Office Manager is responsible for the project's financial accounting, communications, and hospitality needs.

ACCOUNTABILITY:

The Office Manager is responsible to the Project Director.

TASKS:

Communications:

- Receive and process mail, phone calls, and emails, and respond to walk-in inquiries on behalf of the project.
- Maintain a basic knowledge of MDS and the jobs at the project.
- Send all required MDS documents and information to MDS offices in Canada or the US (eg. Volunteer Information Forms, Job Lists, Weekly Reports and photos, Driver's Applications, Accident and Incident Reports, etc.).
- Check the volunteer schedule for volunteer skills and information, and relay to Project Director, Construction Supervisor, and Cooks, as needed.

Hospitality:

- Communicate with incoming volunteers:
 - Check in with Weekly Volunteers two weeks prior to their arrival.
 - Check the volunteer schedule for travel information of Leadership & Long-Term Volunteers, arranging with the Project Director for pickup, if necessary.
- Communicate with volunteers as they leave the project (contact list and photo).
- Make room assignments for volunteers.

Financial Accounting:

- Project Finances
 - Maintain client files, ledger, all finances and banking.
 - Reconcile monthly bank statement.
 - Send all financial reports to MDS offices in Canada or the US.
 - Provide information to funding agencies and partner organizations as they require.
- Construction Finances
 - Along with Project Director and/or Construction Supervisor, keep track of all expenditures for each client, entering them into the appropriate ledgers.
 - Collect receipts and volunteer hours from the Project Director, Construction Supervisor, and Crew Leaders and document them in client files.
 - Keep all client files current and accessible to the Construction Supervisor and Project Director.
 - Ensure that job cards are signed and dated by the homeowner and Project Director.

General

- Ensure that every vehicle has a first aid kit and emergency information.
- Ensure that emergency information is posted at the project camp.
- Facilitate necessary vehicle maintenance and documentation.
- Provide information and resources to volunteers from the Field Guide, as needed.
- Assist with other tasks, as requested (eg. cleaning, running errands, etc.)

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(pg. 2 of 2)



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JOB QUALIFICATIONS:

- Must be a Christian and active participant in a church
- Proven Christian servant leadership skills
- Proven communication, interpersonal, and problem-solving skills
- Administrative and office procedure skills, including Microsoft Word, Excel, and phone and email technology is required
- Knowledge and understanding of bookkeeping procedures is an asset
- Knowledge of construction terms are helpful
- Able to delegate tasks as required
- Organizational skills
- Flexibility, patience, a positive attitude, and a sense of humor
- Enjoys working with and motivating volunteers
- Ability to empower and encourage others
- Is a team player and team builder
- Safe driving record