

Job Overview:

We are seeking a dynamic Administrative Manager to oversee the administrative operations of our organization. The Administrative Manager is responsible for maintaining the day-to-day financial, accounting, and personnel services. This includes but is not limited to daily accounting, bill payment, payroll, accounts receivable and general human resource management support. The Administrative Manager reports directly to the Executive Director and aids all areas of the shelter. The ideal candidate will be responsible for managing a variety of tasks to ensure smooth and efficient office operations.

Responsibilities:

- Oversee and manage daily office operations
- Handle HR duties such as recruitment, onboarding, and employee relations
- Communicate effectively with staff, clients, and vendors
- Process payroll and ensure accuracy in financial transactions
- Manage accounts payable and accounts receivable
- Annual Budget Planning support
- Provide administrative support to various departments
- Perform general clerical duties as needed

Experience:

- Accounting/Bookkeeping experience (required)
- Proficiency in using QuickBooks a must (required)
- Competency in Microsoft Office and Excel (preferred)
- Strong organizational and time management skills
- Familiarity with schedule management tools and software
- Some exposure/experience with Human Resource Management.
- Experience in team management and leadership roles
- Proven experience in administrative roles
- Some Website design/management skills (preferred or willingness to learn)
- Social media savvy (preferred)

If you are a detail-oriented individual with excellent communication skills and a passion for administrative excellence, we invite you to apply for the Administration Manager position. Join our team and contribute to the success of our non-profit organization.

Job Type: Full-time

Pay: \$20.88 - \$25.15 per hour

Benefits: Health Insurance, Retirement, Paid Holidays, Paid Time Off

Please email a resume and cover letter and three professional references to:
admin@akjar.org