



Office Manager Job Description

Full-time, non-exempt, hourly position

Reports to: Executive Director

Salary range: \$22-25 per hour

Benefits: Medical, Dental, Vision, Life Insurance, Paid Vacation, Paid Sick Leave, Employee Discounts

Job Overview:

The Community Center of La Cañada Flintridge is seeking an Office Manager to join our team.

Become a part of a historic non-profit organization providing artistic, recreational, and educational opportunities! The successful Office Manager will bring the highest levels of customer service and a positive attitude to our team including vendor, community, and staff relations. This position is responsible for the organization and coordination of administration duties, operations, bookkeeping, and office procedures. The Office Manager creates and maintains a pleasant work environment, ensuring elevated levels of organizational effectiveness, communication, and safety. Duties include financial data input, ordering supplies, greeting visitors, and providing general administrative support to the team.

Responsibilities:

Administrative:

- Provide direct support of the Executive Director, Program Directors, and Preschool Directors
- Work closely with all programs and staff members
- Provide data entry in multiple platforms including Civic Rec program registration software
- Monitor, manage, and maintain office equipment and supplies; request repair or restocking when necessary

Customer Service:

- Handle incoming phone calls, emails, and daily communication
- Assist students with program registration and curriculum questions
- Maintain positive working relationships with contractors, students, parents, staff, instructors, renters, and volunteers.

Accounting:

- Manage bookkeeping through QuickBooks
- Daily review of programming registrations and
- Assist with submitting payroll on a semi-monthly basis
- Produce manual checks for vendors and independent contractors.
- Provide direct support to the staff accountant
- Provide event and fundraising record keeping and reports
- Process monthly credit card reconciliations

Community Center of La Cañada Flintridge

4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011 www.cclcf.org

A 501(c)(3) non-profit organization providing a place for all to learn, grow and thrive.



Operations:

- Coordinate facility rentals
- Provide assistance with special events, as needed (including Thanksgiving morning)
- Schedule and follow up on maintenance service calls

Minimum Qualifications

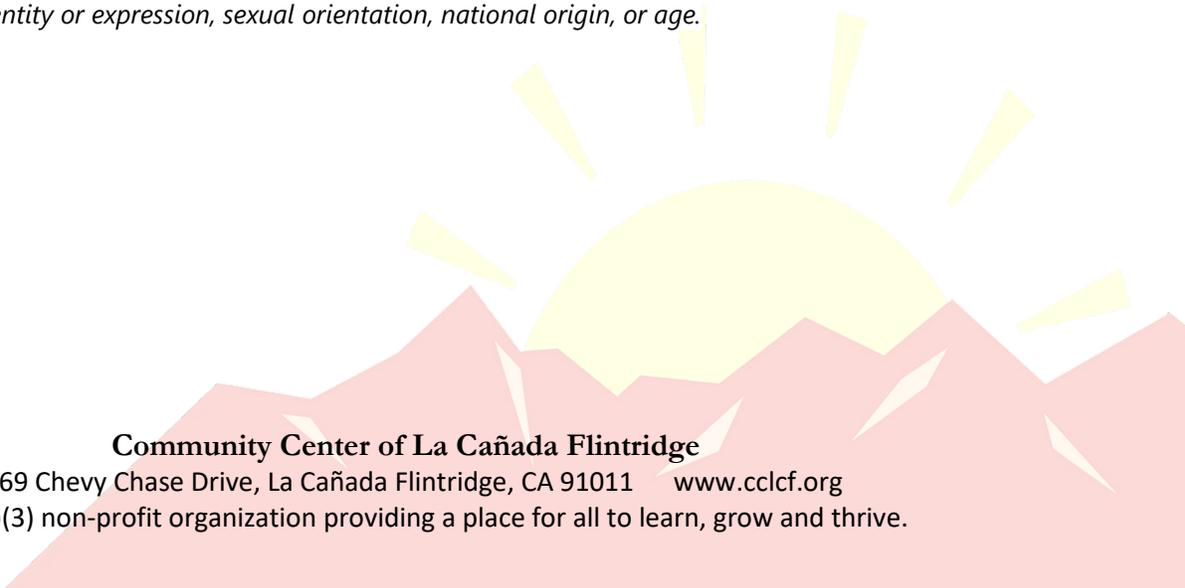
- Administrative experience: 3 years
- Bookkeeping experience: 2 years
- Customer service experience: 2 years
- Excellent skills in Microsoft Office and QuickBooks
- Team oriented and self-motivated
- Excellent written and verbal communication skills
- Exceptional customer service, engagement, and interpersonal skills
- Works well with limited supervision and has excellent organizational and time management skills.
- Able to learn new processes, set goals, and prioritize tasks.
- Flexibility to occasionally work evenings and weekends, as needed, including Thanksgiving morning.

Mandatory Requirements

- Employment eligibility verification
- Applicant must pass a background check including LiveScan fingerprinting due to our Preschool licensing requirements.

To apply, please submit a cover letter and resume to jobs@cclcf.org. No phone calls or walk-ins please.

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization that has a 60-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.



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