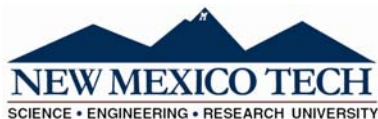


Posted: June 15, 2021



POSITION ANNOUNCEMENT

TITLE: OFFICE MANAGER

DEPT: NATIONAL CAVE AND KARST RESEARCH INSTITUTE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$43,000

JOB DUTIES:

Based at the Institute's headquarters in Carlsbad, New Mexico. Coordinates and organizes all administrative activities of the Institute, including: establishing and enforcing administrative procedures and policies; ensuring that adequate record keeping and filing systems are maintained for the Institute; Implementing internal controls to prevent waste, fraud, and abuse; assuring time and attendance input; coordinating use of Institute vehicles; coordinating mail service; providing and /or arranging for routine and emergency maintenance and repair of the Institute's office equipment; assisting with the production of the Institute's annual report, brochures, and other publications or documents; and provides travel services for staff. Coordinates communication with the Institute's Board of Directors. Serves as or supervises personnel who serve as the initial point-of-contact with the administrative offices of the Institute for individuals and organizations. Consults with the Executive Director and Institute Treasurer on finances and budgeting, and follows through administratively on management decisions. Monitors financial account balances and enters or supervises entry of information into accounting software. Keeps or supervises maintenance of current and accurate records of accounts to provide for tracking and audit of expenditures. Maintains budgetary and fiscal activity records for all Institute programs and provides that information to Institute program managers. Oversees all procurement activity required to accomplish the mission and program of the Institute and coordinates with NMT on specific procurement requirements. Working from annual plans and daily contacts with program managers, determines needed goods and services and the most effective ways to obtain them. Reviews sources and suppliers and assists program managers in making purchasing decisions. Contacts suppliers and, in consultation with NMT and within the limits of authority, purchases both goods and services for the Institute. Prepares appropriate paperwork in compliance with directives related to procurement. Takes delivery of goods and services, assures they meet specifications, and prepares documentation for payment to vendors. Monitors financial status of contracts, interagency and cooperative agreements and advises as to current expenditure levels or potential problems. Monitors all fiscal activity and prepares invoices for payment, and fosters good working relations with other organizations and individuals. Serves as the Institute's timekeeper, or trains timekeeping staff and oversees the timekeeping function, to include maintaining staff schedules, and to facilitate the processing of payroll as needed. Advises on the training and development needs of the administrative staff and staff assistants. Coordinates with Institute staff, NMT, National Park Service, the City of Carlsbad, and others assigned property management responsibilities to facilitate property management.

REQUIRED QUALIFICATIONS:

Associate's Degree or completion of program of 18+ months after high school. Minimum 7 years of business, secretarial, and accounting experience can be substituted for Associate's Degree. Must have at least 5 years secretarial/administrative experience. An Associate's Degree may substitute for one year of experience and a Bachelor's Degree may substitute for two years of experience. Proficiency with Microsoft Word, Excel, and Outlook, and in Internet usage are required. Proficiency with QuickBooks for tracking expenses and income, developing accounts, creating budgets and budget and account summaries, and related tasks is required. Experience in purchasing, invoicing, and accounts payable is highly desired. Experience in creating and editing documents in Adobe Acrobat is highly desired. Experience with InDesign is desired. Experience with Raisers Edge is desired. Completion of accredited secretarial training programs is desired. Must be able to deal professionally, pleasantly, and diplomatically with others.