

# Peacock Acres Office Manager

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The Peacock Acres Office Manager is a full-time personnel who oversees the operations of the Peacock Acres office Monday – Friday, 9 a.m. – 5 p.m. The Office Manager ensures the office is commissioning efficiently, productively, and is meeting the needs of Peacock Acres' employees, residents, and visitors.

The Peacock Acres office is the central location where all programs operate out of, as well as the Human Resources Department, Payroll, Accounts Received and Payables, and Marketing.

The Office Manager is responsible for tracking all cash flow in Peacock Acres which includes office expenses, resident expenses, credit card purchases, county check income, petty cash, etc. The Office Manager keeps a ledger, a record of financial transactions, and assists in ensuring each program maintains their fiscal budgets. Additional responsibilities to this position also include payroll, human resources and stocking inventory for the homes.

Reports to: Executive Director, Director of Programs

## Responsibilities:

1. Ensure the appropriate care and supervision is being provided to clients and all clients receive their “intake” supplies
2. Ensure that facilities are in compliance with applicable H.R. laws, licensing and regulations
3. Ensure that facility and employee policies are being adhered to and update or change any policies if necessary
4. Assist in managing expenditures and cash flow according to each program's budget and income and communicate with managers all related information
5. Attend work related conferences and seminars such as payroll, H.R. Law, Excel QuickBooks, etc as needed and remain up to date with software and laws
6. Monitor and accurately record all financial transactions in QuickBooks such as bills, check request, deposits, rental payments, etc.
7. General office duties: reimbursements and check request, home accommodations request, event/calendar planning, accounts received and accounts payable, mail, receptionist, bank deposits, utility transfers, disconnections, etc.
8. Assist with the recruiting and hiring of employees, insist all proper documentation is obtained and all contracts are signed and filed according to H.R. Law
9. Assist with employee exits and obtain all Peacock Acres items
10. Payroll: create timesheets, calculate time sheets, pay checks, direct deposit, vacation time, and any garnishments for employees

11. Ensure all employee personnel, confidential, and medical files are in compliance with H.R. Law
12. Purchase and acquire household items for all programs and make sure items are in stock
13. Delegate duties to the office assistant and oversee his or her progress of work and schedule
14. Liaison between administrative support and senior management.
15. H.R.: policy book, terminations, employee benefit package, screening prospective production employee applications, maintaining records, and preparing various reports as directed

#### Office Manager Qualifications:

- Satisfy the Department of Social Services and Department of Justice finger print clearance requirements.
- Possess a valid California Drivers License and have access to a reliable and insured vehicle.
- Have a clean DMV printout.
- Have negative T.B. Test.
- Current First Aid/CPR certification
- Bachelor degree or 1-2 years of experience preferred
- Have 2-3 years prior experience of QuickBooks. Be familiar with Microsoft Office, Outlook, Excel
- Have 2-3 years of experience in Human Resources laws, the legalities of policies, procedures, and employee handbooks.
- Be able to perform many tasks at once, handle responsibilities that can change on a daily basis, be orderly, adaptable, professional, courteous, motivated and work well independently and with others
- Strong communicator and be able to convey important information to employees, superiors, job candidates, etc.
- Be able to drive a company vehicle
- Be able to intervene and direct during a crisis situation

#### 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 talk or hear. The employee frequently is required to stand; walk; sit; use hands, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, and depth perception. Assistants must have the ability to drive company vehicle.

Expectations:

The Office Manager is to be in the main office during office hours. The manager is expected to maintain all office duties and make sure the office is functioning in an efficient manner. The office manager is to monitor Peacock Acres banking and budget and assist all program directors, managers, and social workers with proper client and employee documentation, events, resident and employee scheduling, utility services, and any financial request. Proper training and knowledge of the child care position should be known in the event of having to use time to provide transportation or supervise Peacock Acres residents while staff members are at training or otherwise.

