



Job Description

Job Title:	Office and Inventory Manager
Department:	Operations and Finance
Reports To:	Vice President of Operations and Finance
FLSA Status:	Non-Exempt, Hourly
Reviewed By:	Axiom HRS
Updated Date:	1/19
Approved By:	President/Executive Director
Approved Date:	1/19

JOB SUMMARY: The Office and Inventory Manager represents the core values and mission of the organization and provides administrative, bookkeeping, office management and inventory coordination so that the operations of Coburn Place might be efficient, effective, and sustainable in its processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides administrative support, as requested, to the President/Executive Director, VP of Operations and Finance, VP of Mission Impact, and VP of Development & Mission Advancement including organizing, scheduling, typing, dictation, filing, and copying.
- Supports the Pres/ED in the processes, functions, and communication with the Board of Directors; takes minutes at Board meetings and submits them to the Board Secretary and Pres/ED for modifications and approvals within one week; works with Data & Technology Manager to ensure all Board members are trained to effectively use Boardable; ensures all Board and committee members have access to relevant meeting documents in a timely and consistent manner by working with each committee's staff liaison to provide admin support if requested.
- Manages the scheduling, receiving, documenting, organizing and storing, of tangible goods into inventory. Ensures in-kind donation receipts are completed and processed. Directly supervises pantry volunteers. Communicates with Volunteer Coordinator varying and evolving need for volunteer support.
- Maintains inventory lists and levels of needed goods and items. Alerts Community Relations Manager and Volunteer Coordinator, in a timely manner to allow for solicitation from the community or inclusion in Wish Lists, when items/goods are needed that might be obtained through donation. Alerts appropriate Dept head, when items/goods which are purchased need to be re-ordered/ordered to adequately stock inventory.
- Maintains inventory lists of office equipment and supplies. Works with Property and Maintenance staff to ensure tracking of property and maintenance equipment and supplies. Works with Data and Technology Manager to ensure tracking of technology equipment and supplies.
- Ensures a strong office infrastructure: manages/maintains the organization of the common staff areas and mail and copy rooms; monitors and orders office and meeting supplies, donor relations items (plaques, appreciation tokens), team apparel, and other items; coordinates copier and other office equipment maintenance and training, and other activities that will improve efficiencies for all staff.
- Plans and prepares various tours, meetings, gatherings, and retreats so that Coburn Place is perceived as a good host and steward to its Team and to its stakeholders.



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- Supports VP of Operations and HR contractor by maintaining onsite employee records, distributing HR related company-wide communications including company benefits, training/continuing education opportunities and requirements and other HR related administrative duties.
- As directed by the VP of Operations, updates and maintains all agency policy and procedure manuals in electronic and hard format. Keeps “Agency” and “Operations” shared/public server drives organized and archives outdated documents.
- Documents and distributes staff and meeting minutes.
- Implements an accurate and timely Accounts Payable/Receivable (AP/AR) system including cash receipt donations (including cash, checks, and credit/debit transactions), and submits appropriate documents to Coburn Place’s accounting firm for processing.
- Provides internal support to accounting and auditing firms to ensure established Accounting and Financial Management Policies and Procedures are adhered to and followed and to ensure the successful preparation and completion of annual tax preparations and financial audits.
- Alerts the VP of Operations if the common spaces need the attention of the housekeeping and cleaning vendor.
- Under the direction of the VP of Operations, prepares documents required for Peer Review and additional funder/compliance audits; ensures ongoing compliance through periodic review and revision. May be assigned as a representative of Coburn Place on the Indiana Coalition Against Domestic Violence (ICADV) Peer Review Team.
- Provides the VP of Operations with Team Appreciation and Development (TAD) support.
- Responds to vendor/contractor inquiries regarding bill pay processes and maintains vendor/contractor files.
- Handles and Processes direct mail, thank you letters/notes, newsletters, materials and other communications to donors (including in-kind donors and volunteers) according to list segmentation instructions from the Development Dept. Alerts the Data and Technology Manager to returned items so that addresses/contact info are updated in Bloomerang or appropriate database.
- Works with Data & Technology Manager and the Development team to optimize use and maintenance of donor databases for prospects, gift recording, processing, tracking, acknowledgement, and reporting purposes, to ensure accurate interpretation and evaluation of program results.
- Circulates cards and notes for the Team to sign for board, staff, donors, volunteers, etc to express gratitude, recognition, condolences, congratulations, and appreciation.
- Identifies opportunities for volunteer and financial resources and communicates these prospects to the Development Department and/or Executive Director. Actively engages program volunteers by providing adequate supervision and job-related training. Maintains knowledge and awareness of volunteer policies and procedures.

SUPERVISORY RESPONSIBILITIES: This position supervises individual and group volunteers and interns as-needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Coburn Place. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with



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disabilities to perform the essential duties and responsibilities.

COMPETENCIES:

Organization-related Competencies – To perform this job successfully, all employees of Coburn Place should demonstrate the following competencies;

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of Coburn Place above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports Coburn Place's goals and values; Benefits Coburn Place through outside activities; Supports affirmative action and respects diversity.

Oral/Written Communication – Speaks clearly and persuasively in positive or negative situations; Lists and gets clarification; Responds well to questions; Demonstrates group presentation skills and participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, employees should demonstrate the following competencies;

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

EDUCATION and/or EXPERIENCE: Associate's Degree in business administration, accounting, finance, or other related field; and two plus year's related experience and/or training; or equivalent combination of education and experience is required. Previous accounting and finance experience in a non-for-profit environment where working with a Board of Directors was essential is required. Previous HR and volunteer management experience is desired.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for



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publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Indiana driver's license and a satisfactory MVR is required for this position. CPR and First Aid certification are required and training in bloodborne pathogens and universal precautions is required. A clear DCS history, and clear criminal and sex offender background checks is required. E-Verify is required.

OTHER SKILLS AND ABILITIES: Computer software skills required include: Quickbooks, Microsoft Outlook, Word, Excel, PowerPoint, Adobe, and database management (such as Bloomerang, eTapestry, Salesforce, DonorPerfect, etc). Ability to operate a printer, copy machine, fax, scanner and other office equipment is required. Ability to type and take dictation is required. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires a general understanding of accounting and finance policies and procedures, human resources management and office management, while paying close attention to detail is absolutely essential.

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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand; walk; and lift and/or move up to 50 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving



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mechanical parts, the risk of electrical shock, fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions when traveling away from the office for meetings, seminars, etc. The noise level in the work environment is usually moderate.

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

SIGNATURES:

Incumbent's Signature
Date: _____

Incumbent's Printed Name

Executive Director's Signature
Date: _____

Executive Director's Printed Name