



Job Title: Office Manager  
Position Type: Full Time, Exempt  
Reports to: Executive Director  
Office Location: Lafayette Colorado  
Salary Range: \$38,680 - \$43,680  
Benefits: Health, dental, Simple IRA, PTO, 10 Public Holidays per year

### **Early Childhood Council of Boulder County**

The Early Childhood Council of Boulder County's mission is to expand and improve the comprehensive system of quality early childhood services for families in Boulder County. Our vision is to ensure that all young children from age birth to five in Boulder County are ready to succeed in school and in life. The council serves as the early childhood hub of Boulder County, leveraging resources, opportunities, and connections to create a quality system that impacts the lives of young children and their families. We serve the approximate 300 licensed child care facilities, centers, and family child care homes that provide early childhood care and education services to over 9,000 young children in Boulder County. Please visit us at [www.eccbouldercounty.org](http://www.eccbouldercounty.org) to learn more about our work.

### **Job Summary**

Our Office Manager is a valuable member of the management team that creates and maintains a highly organized, efficient, warm, and welcoming business environment for early childhood community partners, ECCBC board members, and staff. The Office Manager establishes and updates administrative procedures for our general operations, information technology, and human resources areas. The position maintains supplies and equipment and performs clerical functions. Working closely with our excellent finance team, the position maintains accounts receivable, accounts payable, contracts, and business files on site. Attention to detail, strong organization skills, tech savvy, a pleasant disposition, willingness to learn, good judgement and having the heart of a teacher are all key qualities needed to be successful in this position. Providing hands-on, high quality customer service and technical assistance to Early Childhood Council staff will be integral to this position.

### **Operations and Human Resource Management**

- Support the creation or revision of operational policies, procedures, and actual practices
- Promote overall smooth operations by keeping track of operational needs and opportunities, including office space, and opening hours
- Perform office management functions, including responsibility for telephone system, shredding, office equipment, records, and other
- Help manage the organization's technology needs, including maximizing efficiencies of Office 365 SharePoint, Zoom, and coordination with external IT support
- Help monitor purchasing, leasing, facilities, and insurance for the organization

- Periodically review vendor rates and value to ensure appropriate use of funds
- Manage inventories of supplies and equipment.
- Help Executive Director collect, review, and approve timesheets; and maintain payroll files.
- Support program managers to complete staff professional development approvals and employee performance evaluations
- Ensure that the organization follows all local, state, and federal laws and regulations
- Other duties as needed

### **Grant and Contract Management**

- Maintain and update grants and contracts files
- Monitor subcontractor invoices and compliance
- Ensure that fiscal requirements for grants and contracts are identified and monitored; prepare minor reports for funders as needed
- Coordinate subcontractor agreements and amendments
- Help comply with terms and conditions of grants and contracts

### **Accounting and Financial Management**

- Maintains accounts receivable, accounts payable, contracts, and business files on site
- Implement and maintain adherence to internal control policies
- May help monitor organizational expenditures within approved budgets
- May support internal controls by checking general ledger entries monthly
- May provide technical assistance to other staff on financial and budget matters
- Assist ECCBC Finance/Bookkeeper Lead as needed

### **Qualifications**

- Minimum 5 years in a position of responsibility in office management OR finance and operations of an organization; a Bachelor's or Associates degree in a related area of business, early childhood or education and some experience may substitute
- Non-profit experience preferred
- Boulder County resident or close ties preferred
- Excellent math skills necessary
- Strong working knowledge of with Microsoft Office 365 and Microsoft Office Suite required
- Strong organizational skills
- Strong technical skills (i.e. ability to learn phone systems, copier management, social media tips)
- Ability to pay attention to detail consistently
- Ability to keep information confidential
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work enthusiastically with a variety of internal and external stakeholders
- A team player with the ability to support others
- Personal qualities of dependability, integrity, and dedication to the mission of ECCBC
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**Licensure/Qualifying Standards**

Current, valid Colorado driver's license, auto insurance, and a good driving record are required.

**Physical/Environmental Characteristics**

Essential duties are routinely performed in a general office environment; will sometimes require the use of a personal vehicle; will require work at a station/desk and entail paperwork, use of computers, copiers, and other business machines and equipment.

**Application Process**

Qualified candidates should submit resume, cover letter, and two references to [dbutler@eccbouldercounty.org](mailto:dbutler@eccbouldercounty.org). **Application deadline Thursday August 18, 2022 @ 5:00pm.**