



Position Description

Office Manager

PURPOSE OF POSITION

Manage day to day operations of the office to ensure smooth execution of the organization responsibilities and functions and provide administrative support to Executive Director (ED), Director of Regulatory Affairs (DRA) and OMS members.

DUTIES AND RESPONSIBILITIES

Organization

- Manage scheduling and coordination of regular OMS meetings such as Board of Directors, Executive Committee, Work Group Co-Chairs & Key Staff, individual work group meetings and webinars, OMS member meetings at MISO and other industry related events, and other meetings as needed. This includes arranging conference call or WebEx capability and providing agendas and support materials, composing minutes, obtaining banquet and AV estimates, reviewing contracts, organizing hotel room blocks and online registration and transportation for members when appropriate.
- Organize OMS Annual Meeting from A to Z: site venue research and final recommendations, contracts, budget, meeting rooms, AV, food and beverage, videos, transportation, off-site dinners, guest invitations, all communications between members and guests, online registration, group outings and activities, gifts and awards, set-up, clean-up, event website and pre-coordination meetings.
- Obtain, organize, and administer member information on website, in SharePoint and in Outlook, and manage all distribution of information to members.
- Respond to daily member inquiries and requests in a timely manner.
- Maintain organization policies and procedures. Improve processes and policies in support of organizational goals. Help ED formulate and implement organizational policies and procedures to maximize efficiency. Monitor adherence to rules, regulations and procedures by OMS members and office staff.
- Create and manage organization calendar of activities.

Executive Support

- Provide travel support to ED and DRA as requested, including making and managing travel arrangements such as flights, hotels, car rental, etc.
- Support development and implementation of strategic initiatives for the organization and staff.
- Manage administrative side of new hires including distribution of press releases, new hire marketing campaigns, online recruiting, job postings, and new hire onboarding.

Financial and Corporate

- Manage organization financials with oversight by ED and Treasurer, including accounts payable, accounts receivable, semi-monthly payroll, benefits, employee time off, corporate reporting requirements, members travel requests and reimbursements, audits, insurance, etc.
- Prepare monthly reports to Treasurer for Board of Directors meetings.
- Prepare annual organization budget with oversight by ED and Treasurer and manage accounting entries in accordance with approved budget.
- Make required annual and bi-annual doing-business filings.
- Assist ED in planning financial strategies for the financial well-being of the organization.



Office Management

- Maintain employee records using HR best practices and recommend revisions to HR policies as appropriate. This includes preparation of performance evaluations, Employee Handbook revisions and adherence, and organizing monthly staff meetings.
- Manage vendor relationships and office functions such as rent, parking spaces, phone system, computers and technical support, copier, and office supplies.
- Maintain and dispose of records according to appropriate record keeping policies.
- Pursue efforts to facilitate increased efficiency and effectiveness in office operation.
- Other duties as assigned.

REPORTING RELATIONSHIP

Reports to: Executive Director

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED ABILITIES AND KEY ATTRIBUTES

- Proficient in Microsoft Office 365 programs, specifically SharePoint, Outlook, Excel, PowerPoint, and Word as well as QuickBooks Online or other accounting software.
- Basic understanding of generally accepted accounting principles (GAAP).
- Problem-solver with the ability to manage numerous activities at the same time. Strong interpersonal skills as well as oral and written communication skills.
- Detail oriented and a self-starter.
- Some travel may be required.

EDUCATION AND EXPERIENCE

- Experience managing an office, including financials.
- Prior supervisory experience and support for an executive preferred.
- Bachelor's degree preferred.
- Continued education/improvement in job related topics expected.

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 sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.