

Office Manager

· Duluth, Minnesota

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Employment Type Full-Time

Minimum Experience Mid-level

JOB DESCRIPTION

Position: Office Manager

Overview:

The Office Manager will organize and coordinate office administration and procedures for all LASNEM offices to ensure organizational effectiveness, efficiency, and safety. The Office Manager will also fulfill bookkeeping responsibilities. The Office Manager reports to the Director of Finance and Administration.

Responsibilities:

- Manage office supplies inventory and place orders as necessary for all LASNEM office locations;
- Point person for communications and contracts with all office property owners, custodial, maintenance, mailing, shipping, supplies, equipment, bills, and errands;
- Manage mail and postage needs for all offices;
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports;
- Processing biweekly payroll, accounts payable, and monthly reconciliation of assigned expense accounts;
- Responsible for managing local office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved.
- Develop and evaluate office policies by setting up procedures and standards to guide the operation of the offices;
- Assist with annual audit;
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing of industry publications;
- Participate actively in the planning and execution of company events and coordinate office staff activities to ensure maximum efficiency;
- Ensure security, integrity, and confidentiality of data; and
- Provide assistance for administrative responsibilities delegated by the Executive Director and/or Director of Finance and Administration.

Qualifications:

- Must have an associate degree in accounting, administration, or related field. A minimum of 3 years of work experience in an administrative/office management role, payroll and accounts payable experience and knowledge of accounting principles and terminology;
- Strong organizational and time management skills, ability to multitask and prioritize;
- Must have exceptional attention to detail;
- The person must have the ability to work cooperatively with other staff, vendors, stakeholders, and board members;
- Ability to work independently, and work as a self-starter;
- Excellent written and verbal communication and interpersonal skills;
- Strong problem-solving skills and analytical abilities;
- Must be proficient with Microsoft Office;
- Must be courteous, punctual, honest, motivated, trustworthy, and professional; and
- Must be flexible and willing to accept additional duties, as necessary.

Compensation:

Starting salary range is dependent on experience. LASNEM offers a comprehensive benefits package with excellent health/dental/life/disability insurance; 403(b) retirement plan; exceptionally generous and flexible paid time off; and LASNEM observes all federal holidays.

Deadline: The Deadline to apply is Thursday, June 30, 2022.

Please submit a cover letter, resume and list of three references **via email only** to:

Dori Rapaport, Executive Director,
drapaport@lasnem.org

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