

## SAVE – Suicide Awareness Voices of Education

7900 Xerxes Avenue S., Suite 810

Bloomington, MN 55431

---

**JOB TITLE:** Business/ Office Manager

**GRADE:** Not Applicable

**JOB STATUS:** Exempt

**LOCATION:** Bloomington Office

**DEPARTMENT:** Administration

**APPROVED BY:** Executive Director

**REPORTS TO:** Chief Executive Officer

**DATE:** March 2023

**HOURS:** 40 hours/week (Monday – Friday)

### **SCOPE OF POSITION:**

Under the direct supervision of the Chief Executive Officer, the Business/Office Manager is responsible for maintaining daily administration of the organization, ensuring a smooth and efficiently run office. In addition, this role is the primary liaison to our third-party financial accounting and payroll partners, ensuring timely and accurate processing and reporting for these important functions. The Business/Office Manager works collaboratively with all staff members and provides administrative support to other staff and the Chief Executive Officer.

### **PRIMARY RESPONSIBILITIES:**

- Works with the financial partner on bookkeeping, accounting, developing financial reports and budgets, annual audits, accounts payable and receivable, bank accounts insurance policies, etc.
- Coordinates the processing of payroll with third party provider on a biweekly basis
- Maintains all IT systems and office equipment, contracts, leases, vendors, etc.
- Directs the development, monitoring and improvements to the database, does data entry and oversees data entry
- Maintains memorial programs, grants, contracts, invoicing and reporting
- Maintains quality assurance and accreditation programs (e.g., Better Business Bureau Wise Giving Alliance, Charities Review Council, America’s Best Charities, Creating Healthier Communities)
- Maintains all Humans Resources records/ files including personnel policies, office procedures and policy, insurances, and benefits administration
- Helps update organization’s websites
- Assists the CEO in Board functions and support (e.g., manuals, agendas, schedules, etc.)
- Completes and directs all administrative functions, tasks, and needs for the smooth and efficient operation of the organization

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- At times, supervises temps or volunteers helping in the office
- Takes very limited incoming calls on 6-line phone system

## **SAVE – Suicide Awareness Voices of Education**

7900 Xerxes Avenue S., Suite 810

Bloomington, MN 55431

---

- Provides information/assistance to those in need or directs caller/person in need to an appropriate staff member or external organization
- Ensures timely and accurate processing and mailing of donation response letters
- Oversees and processes (package, ship, code) incoming orders/request for SAVE's educational materials
- Maintains educational program and materials stock and ensures quality control on production and ordering of office supplies
- Assists in training, operation, and maintenance of office systems and equipment
- At times, may be asked to assist at a program or event if additional support is needed (possibly nights and weekends)
- Performs other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree
- Experience with QuickBooks or other accounting software preferred
- Experience with Microsoft Office, Excel, PowerPoint required
- Experience with updating website content
- Minimum of 10 years of Business/Office Management/Administrative experience
- Minimum of 3 years of experience in a nonprofit environment (preferred)

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Attention to detail and organizational skills
- Ability to multi-task
- Strong customer service skills
- Ability to manage and supervise others
- Strong oral and written communication skills
- Willingness to work collaboratively in a small office environment
- Comfortable with change and the ability to generate new ideas and drive continuous improvement
- A passion for SAVE's mission to prevent suicide (preferred)

### **COMPENSATION**

- Salary dependent on prior experience and qualifications
  - Salary Range: \$65,000-\$74,000
  - Full benefits package

No Phone Calls. Please send cover letter and resume to Pete Theisen at [ptheisen@save.org](mailto:ptheisen@save.org)