



Office Manager

Wonderland Child & Family Services
March 2019

The office manager is the head of a customer-service team responsible for keeping Wonderland's two offices operating efficiently on a daily basis. Tasks include but are not limited to: reception and general administrative duties, as well as managing two administrative assistants. This is a full-time position reporting directly to the Executive Director.

Duties:

Lead a team of administrative professionals to ensure all facilities and staff-related needs are met on two sites.

- Establish and maintain all agency files, paper and electronic (grants, contracts, A/P, A/R. etc.)
- Manage phones; set up voice mail, retrieve messages, and return calls
- Greet guests, and receive walk-ins and appointments
- Make daily post office runs; sort and process mail
- Keep general office area clean and orderly
- Track, purchase, and pick up office and kitchen supplies, etc.
- Coordinate facilities management, including office equipment
- Provide meeting set-up
- Generate thank-you letters, receipts, and support bulk mailings
- Provide general database management and fundraising reports and support when needed
- Keep offices running smoothly at all times

Required Qualifications:

- Minimum 2-year degree
- 1 year of bookkeeping experience preferred, including managing deposits, A/R and A/P
- 1 year of QuickBooks experience preferred (may consider other accounting software experience)
- 2 years' work experience in a clerical/secretarial/administrative or similar environment
- Excellent organization skills
- IT coordination experience preferred
- Phone-based customer-service skills and experience with confidential concerns
- Software experience with Word, Excel, Power Point, and Publisher a must
- Excellent written and verbal communication skills
- Pro-active problem-solving skills a must
- Superior organizational and detail abilities
- Excellent time-management skills
- Adaptable to a constantly changing environment
- Warm, friendly demeanor
- Ability to lift 20-30 lbs.
- Ability to run errands using own vehicle

\$43k+ DOE * Health & Dental Insurance * PTO and generous paid holidays

Flexible Schedules * 401(k) retirement plan. Eligibility dependent on minimum hours worked criteria

About Us: Wonderland was founded 50 years ago by dedicated parents to help children with developmental disabilities. We serve 270 children ages 0-12 with delays and disabilities and their families per month in north King and south Snohomish counties. Mission: Wonderland provides a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources. NW Administrative Office: 2402 NW 195th Place, Shoreline, WA 98177.

Mission Wonderland provides a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources.

Wonderland is an Equal Opportunity Employer.

If interested, please email cover letter (required) and resume (required) to mkirchoff@wonderlandkids.org. No phone calls.