

The Art Barn is seeking an Office Manager to keep the day-to-day activities of the barn running smoothly. We are looking for someone with a few years of office management as well as bookkeeping experience.

JOB DESCRIPTION: OFFICE MANAGER

Part Time. (appx 20/week)
Reports to: Executive Director

Responsibilities:

- Overseeing general office operations.
- Supervises the processing, reconciliation and reporting of income and expenses.
- Delivering excellence in service by creating a welcoming environment for students and visitors. Serve as first point of contact for visitors via phone, email and facebook.
- Manage database input & reporting activities.
- Manage program registrations.
- Coordinating appointments and meetings and office calendars and schedules.
- Supervising, mentoring, training, and coaching our office volunteer staff.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports and composing correspondence.
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Office Manager Requirements:

- An associates degree or equivalent.
- Five years of experience in office administration with management experience.
- Experience with bookkeeping practices.
- Experience with databases and/or database management
- Excellent computer skills, including a high degree of proficiency in Microsoft Office and/or Google Suites.

Please review the responsibilities and requirements and if they are a good match for you please send a cover letter and resume to executive director, Amy Davis Navardauskas at adavis@artbarnschool.org.