



OFFICE MANAGER – FINANCE AND MANAGEMENT SERVICES

The Department of Finance and Management Services is seeking a detail oriented, and service based individual to join our team to serve as the first point of contact in the department! The responsibilities include greeting visitors, answering phone calls and questions from employees and vendors, assisting the Purchasing Division with contract and purchase order management, records management, and surplus property. The incumbent will also handle accounts payable, budget and purchasing cards for the department, along with special assignments/projects. This integral team member will provide support to all specialty areas in the department and uphold the utmost confidentiality. If you are someone who has a pleasant disposition and successfully moves from one task to another, we encourage you to apply for our Office Manager position.

General Description: This is an administrative position. The incumbent performs routine tasks designed to coordinate office operations. This could include clerical support duties as well as duties related to fiscal operations and special projects.

Organization: The Office Manager reports directly to a Department Head or designee and may supervise fiscal and/or administrative support staff.

Essential Functions:

- Performs financial and administrative functions related to procurement and prepares related paperwork.
- Begins and Ends Purchase Order Workflow in Financial System
- Develops reports as needed.
- Maintains renewal notification process for contracts, vendors, and certificates of insurance
- Maintains departmental budget and projections sheets for Director
- Petty Cash Custodian
- Provide administrative support as needed to Director and Division Directors
- Performs related work as assigned.

Hiring range is \$49,633 - \$64,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.