

MEALS ON WHEELS OF CHEYENNE, INC.

Job Title: Office Manager

Purpose: Manage the office procedures of Meals on Wheels, perform clerical duties, serve as the hub for all agency services.

Accountable To: Executive Director

Responsibilities/Duties:

- Prepare financial materials for accounting and code invoices for payment
- Conduct client intakes as needed; ensuring all information is collected for client records
- Order office supplies and equipment
- Create and maintain an accurate filing process for office documents
- Maintain accurate contact information in both client and donor database
- Assist in fundraisers as needed
- Primary Meals on Wheels contact to field calls
- Assist as needed with calls to clients regarding frozen for holidays, changes in meals delivery
- Receipt accounts receivable; prepare bank deposits
- Create and mail thank you letters for donations received
- Other duties as assigned

Qualifications:

- High school diploma minimum required education with minimum five years office management experience
- Computer experience using Microsoft Office Suite required.
- Ability to work collaboratively with colleagues
- Organizational skills
- Excellent oral and written skills

Time Commitment: Part-Time with possible Full-Time

Normal hours of operation are M-F, 6:30AM – 2:30PM