



## **OFFICE Manager**

### ***NEW IN-PERSON ROLE FOR SAINT LOUISE HOUSE, AUSTIN, TEXAS***

#### **Position Description**

The Office Manager role is a multifaceted position responsible for supporting the organization's financial records, supporting human resources functions, and providing general administrative assistance. This position ensures the smooth operation of various processes, contributing to the overall efficiency and effectiveness of the organization. All Saint Louise House employees work within the organizational values of **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility**. The Office Manager reports to the Vice President of Operations and Housing.

#### **Benefits**

Saint Louise House invests in our employees in many ways. We provide the tools and supports needed to all staff so that they can provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

#### **Competitive Salary**

**Paid Time Off (160 hours a year)**

**Sick Time (40 Hours per year)**

**Paid Holidays (12 days a year)**

**Health / Dental / Vision Insurance**

**Life and disability Insurance**

#### **Position Accountability**

##### **Bookkeeping**

- **Accounts Payable:** Process invoices, prepare payments, and manage vendor accounts, ensuring accuracy and compliance with financial policies.
- **Accounts Receivable:** Process financial receivables
- **General Ledger:** Maintain and reconcile the general ledger, ensuring all transactions are recorded properly.
- **Payroll Processing:** Assist in payroll entries, preparation, ensuring timely and accurate payment to employees.
- **Reconciliations:** Perform monthly revenue reconciliations and investigate any discrepancies.
- **Financial Reporting:** Prepare monthly financial statements, including income statements, balance sheets, and cash flow reports.
- **Expense Tracking:** Monitor and track expenses, ensuring they are within budgeted limits.
- **Audit Support:** Assist with preparing documents for internal and external audits.

##### **HR Support**

- **Recruiting:** Assist with job posting, employee screening, and managing the interviewing process.
- **Onboarding:** Assist with new employee onboarding, including preparation of new hire paperwork, orientation, and setting up payroll and benefits.



- **Employee Records Management:** Maintain accurate and up-to-date employee records, ensuring compliance with legal requirements.
- **Benefits Administration:** Support the administration of employee benefits programs, including enrollment, changes, and inquiries.
- **Employee Relations:** Provide support in handling employee relations issues and ensure company policies are adhered to.
- **Training & Development:** Coordinate training sessions and maintain records of employee participation and certifications.
- **HR Reporting:** Prepare HR-related reports as needed, including turnover rates, headcount, and other key metrics.

### **Administrative Support**

- **Office Management:** Oversee general office operations, including supply management, and liaising with vendors.
- **Document Management:** Create, organize, and maintain both digital and physical filing systems for easy access and retrieval.
- **Communication:** Handle incoming and outgoing communications, including emails, phone calls, and mail, ensuring prompt and professional responses.
- **Internal Event Support:** Assist in planning and coordinating organizational events, meetings, and training sessions.

### **Qualifications**

- **Education:**
  - Associate's degree in Accounting, Finance, or a related field; Bachelor's degree preferred.
- **Experience:**
  - Minimum of 2-3 years of bookkeeping experience.
  - Experience in HR functions and administrative support is strongly preferred.
- **Skills:**
  - Strong understanding of accounting principles and practices.
  - Proficiency in accounting software (e.g., QuickBooks) and MS Office, Excel
  - General knowledge of HR practices and labor laws.
  - Excellent organizational and time management skills. Self-starter.
  - Exhibits flexibility, with the ability to review/reassess priorities and pivot, as necessary.
  - Strong attention to detail and accuracy.
  - Good communication and interpersonal skills.
  - Ability to handle sensitive and confidential information with discretion.

### **About Saint Louise House**

Saint Louise House provides a two-generation, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnership, and wraparound services. The highly individualized support we provide fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. With a deep belief in the power of women to transform their lives, their families, and our community, we are committed to a solution-focused model for growth and sustainable change.



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Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, which mirror the population we serve.

**To apply for the position, please send Cover Letter and Resume to:**

Sherri Fleming, Human Resources Project Manager at [sfleming@saintlouiseshouse.org](mailto:sfleming@saintlouiseshouse.org)

For more information about Saint Louise House, please visit [www.saintlouiseshouse.org](http://www.saintlouiseshouse.org)