



Denver Children's  
Advocacy Center

## **JOB DESCRIPTION**

**Title:** Office Manager  
**Reports To:** Director of Finance & Operations  
**Status:** Full Time - Exempt

Denver Children's Advocacy Center (DCAC) works to improve the lives of children traumatized by physical and sexual abuse, neglect, and violence - as well as those at high risk - with prevention, education and direct services. Our mission is to prevent abuse, strengthen families, and restore childhood.

### **General Responsibilities**

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

### **Summary of Position**

The Office Manager is responsible for welcoming children and families, assisting in the maintenance of the DCAC campus, supporting outreach to the community through DCAC's training program, coordinating outreach and execution of training activities, as well as supporting with general accounting duties.

This job description is not exhaustive of all duties to be performed, other tasks will be assigned as necessary.

### **Essential Duties and Responsibilities**

#### Office Management and Administrative Support

- Develop and carry out plan with Director of Finance & Operations to ensure DCAC campus is properly maintained, including serving as primary contact for external vendors
- Manage and coordinate office operations and procedures such as information management, filing systems, requisition of supplies, and other support services to maximize efficiency
- Serve as lead in answering calls, greeting children and families, and providing administrative support to DCAC team
- Assist with reliable front desk coverage for the Forensic Interview program team
- Create a safe environment and engage in developmentally sensitive, culturally respectful interactions with children and families

- Perform basic cleaning in houses as necessary, as well as coordinate staff efforts to maintain the cleanliness of common areas
- Perform other duties/responsibilities as assigned to assist other DCAC department needs

#### Financial Functions

- Assist in day-to-day accounting functions of the organization including monthly invoice creation, recording of deposits and compiling documentation necessary to meet financial reporting requirements
- Maintain a system for tracking of claim submissions and payments from DCAC's sources of earned income
- Enter financial transactions into accounting system and document transaction details
- Data collection, entry, and reporting as needed

#### Training Support, Outreach and Communications

- Coordinate office calendar and scheduling, including correspondence and assistance with meeting planning and logistics, set-up and breakdown, AV and catering needs, and kitchen support
- Coordinate DCAC office volunteers and act as point of contact for new volunteer applications
- Marketing of DCAC-sponsored trainings, including email and print communications, with assistance from the development team
- Communications and follow-ups with donors in collaboration with development team
- Day-of and follow-up coordination of DCAC-sponsored trainings, including registration and assisting attendees, training room and technical setup, and post-evaluation collection and compilation
- Maintain DCAC social media accounts

#### **Competency**

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Able to work independently and as part of a team
- Able to work well under pressure and meet deadlines
- Demonstrates a high level of integrity and reliability
- Excellent communication skills both written and oral
- Strong organizational skills, including ability to plan ahead and involve other team members as needed
- Relationship building among different groups and communities
- Problem solving abilities/leadership skills

DCAC encourages staff in learning, growing and gradually assuming more responsibility.

### **Qualifications**

- Understanding of generally accepted accounting principles (GAAP) as evidenced by college course work and/or 2 or more years accounting experience
- Strong computer skills, including experience with spreadsheets, accounting software (such as QuickBooks or similar) and Microsoft Office applications
- Great attention to detail
- Excellent oral and written communication skills
- Highly organized and able to multi-task
- Ability to lift 30 pounds
- Ability to sit for extended periods of time
- Ability to tolerate numerous interruptions throughout the day
- Spanish language skills are a plus
- Must have reliable transportation
- Must pass background check

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### **Benefits**

Denver Children's Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

**Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.**

To apply for this position, please email your resume and cover letter by March 10, 2020 with *Office Manager* in the subject line to [HumanResources@DenverCAC.org](mailto:HumanResources@DenverCAC.org) or send by mail to:

Denver Children's Advocacy Center  
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2149 Federal Blvd.  
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