

Job Title: Office Manager

General Description

The Office Manager is a full-time, permanent, non-union administrative support position within the library. The Office Manager maintains the Library's financial accounts; assists with financial planning and administration; manages the Library business office; and provides administrative support to the Medicine Hat Library Board.

Organizational Relationships

This position reports directly to the Chief Librarian. This position does not have any supervisory responsibilities. This position may directly communicate with the Board and Board members.

Major Duties and Responsibilities

- Organizes all administrative functions within the Administration office.
- Maintains a comprehensive filing system including Board, personnel, and office files.
- Maintains Library Board files, including meeting agendas and minutes, board policy and related documents.
- Assists with the monitoring of the library's operating budget.
- Uses Sage 50 for accounts payable and receivable.
- Administers payroll; contributes payroll information to and liaises with the City of Medicine Hat Payroll Department.
- Compiles and files reports for third-parties as required: provincial grant, WCB, charities return, etc.
- Researches, compiles, and prepares necessary information as required by the Chief Librarian and/or Library Board.
- Is a permanent member of the Joint Job Evaluation Committee.
- Other duties as assigned, such as routing correspondence, organizing travel arrangements for Board and library staff on library business, ordering supplies.
- Manages facility bookings.

Knowledge, Abilities and Skills

- Outstanding verbal and written communication skills.
- Outstanding organizational and time-management skills.
- Proficient in Microsoft Office and/or google docs applications.
- Familiar with Sage accounting software.
- Ability to operate in a multi-tasking environment.

- Exercises mature judgement and decision-making with staff and public.

Physical Requirements

- Sit at a computer for extended periods of time.
- Fine motor skills.
- Lifting up to 10 kg.

Required Training and Experience

- Diploma from a recognized Business Administration program or a recognized professional bookkeeping certification.
- Five years of progressively more responsible office administration/bookkeeping experience or a combination of education and experience.