



February 27, 2024

OFFICE MANAGER Role & Responsibilities

Founded in 1983, the AIDS Legal Referral Panel provides free and low-cost legal assistance to people in the Bay Area living with HIV/AIDS. Our Office Manager plays an integral role in maintaining our outstanding services to people living with HIV/AIDS in the Bay Area and sustaining and building on our collegial and professional staff culture and office environment.

Key Responsibilities:

Office Management

- Process incoming and outgoing mail as well as shipments, deliveries, and messenger services
- Greet and assist clients and other visitors
- Maintain vendor relationships/accounts and serve as liaison to computer consultant, building manager, postal service, equipment technicians, other building tenants, and other supportive services
- Oversee management of physical office space and office equipment, including reception area, storage systems, office supplies, and office machines including computers, printers, photocopier, phone system, and postage equipment
- Provide assistance and troubleshooting as needed on all office systems, technology, and equipment, including phone system, PCs and laptops, printers, computer network, photocopier, postage meter, and fax machine
- Respond to requests for ALRP publications

Human Relations

- Orient new staff to office systems and provide technical assistance to staff as needed
- Handle basic HR functions, including:
 - ensuring compliance with government laws and regulations regarding employment eligibility status, notices of rights, etc.
 - enrolling employees in benefit programs, answering question and assisting employees with issues regarding these programs
 - maintaining personnel files
 - maintaining relationships with vendors providing payroll and staff time accounting, 401a plan, and health insurance services.
 - posting job vacancy announcements to appropriate online job posting sites

Finances & Grants Management

- Assist in financial/bookkeeping matters, including:
 - maintaining a daily log of incoming cash/check receipts

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- making bank deposits
- acting as backup to the bookkeeper for payroll processing, check writing, and other duties
- preparing check requests, including ensuring correct office expense coding
- mailing/distributing expense payments, including employee reimbursements
- Assist the Executive Director, Managing Attorney, Financial Management Consultant, and Volunteer Coordinator in preparing monthly government grant invoices

Other Responsibilities

- Attend regular staff meetings and other meetings as needed.
- Proactively work to streamline internal and external communications to best serve and respond to clients, donors, and other constituents.
- Perform general office duties and special projects as assigned.

Required Qualifications

- Solid and successful experience as an office manager, front office manager, or administrative assistant
- Ability and willingness to work in-person at least four days a week
- Knowledge of office administration responsibilities, systems and procedures
- Proficiency in MS Office
- Basic understanding of and facility with QuickBooks
- Hands on experience with office machines (e.g. PC's, laptops, copiers, printers, etc.)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Experience working with and respectfully serving low-income populations

Compensation

- \$70,000-80,000 per annum, depending on experience
- Fully paid health (Kaiser), dental/vision (Guardian) and Life/STD insurance; employee-contributed 401a plan; access to Commuter benefits on a pre-tax basis; access to Flex/Cafeteria plan; 2-weeks vacation, 13 regular holidays, 2 floating holidays

Please submit a cover letter and resume no later than Friday, March 8 to Matt Foreman, mattf@alrp.org.