

- **Our Lady of Perpetual Help School, Bakersfield: Office Manager**

- **Title: Office Manager**

**Supervisor: Principal**

**Pay Range: \$18-25 per hour**

**Closing Date: November 14, 2024**

**General Summary:** Under the direction of the school principal, the Office Manager provides professional administrative, clerical, and bookkeeping support to sustain the services provided at Our Lady of Perpetual Help School, Bakersfield. In this role, the Office Manager supports all staff of the office and around the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Clerical tasks include:**

- a. Performing clerical duties as requested by the Principal;
- b. Receiving calls for the school and scheduling of appointments as directed by the Principal;
- c. Assisting the Principal in preparing office calendars, meetings, conferences, workshops, professional development, etc.;
- d. Performing such tasks and assuming such responsibilities as the Principal may delegate;
- e. Maintain the following data: Employee personnel files, school reports, annual school files, office mailing lists, and others as they arise;
- f. Maintain student and personnel files;
- g. Prepare and update any forms used by school and/ or Diocese;

**2. Administrative Tasks include:**

- a. Working with Diocese to ensure that school personnel files are up to date, accurate, and complete;
- b. Providing Principal, on a timely basis, items they request;
- c. Monitoring Safe Environment Training dates, Fingerprint clearance, etc.; and
- d. Maintaining all employee and family correspondence.

**3. Bookkeeping tasks include:**

- a. Keeping all accounts (payroll, deposits, payables/ receivable, etc.) for the office;
- b. Record invoices and prepare payment checks with supporting documents attached;
- c. Preparing the annual office budget as directed by the Principal;
- d. Preparing and monitoring of the school budget, including revenue projections, expenditure tracking, and variance analysis as requested;
- e. Prepare monthly and annual financial reports for school management;
- f. Oversee procurement processes, including vendor selection, contract negotiation, and purchase order processing, to ensure cost-effective purchasing practices;
- g. Conduct financial analysis and forecasting to support decision-making by

school leadership, identifying trends, risks, and opportunities for improvement;

h. Work in cooperation with the Diocesan Finance Office; and

i. Maintain Petty Cash for the office.

4. Continues to grow professionally and keep abreast of contemporary developments

in his/her profession.

5. Accepts other responsibilities as determined by the Principal.

**EVALUATION:** The Office Manager shall be formally evaluated by the Principal on an annual basis, and as needed.

**QUALIFICATIONS:** Hold a Bachelor's Degree from an accredited university, be an accurate typist, have knowledge of computer programs, and be competent in, such as Word, Access, and Excel, Quickbooks (or other accounting software) and be able to proficiently operate and maintain the office machines (computer, photocopier, phone system, etc.).

**Competencies and skills:**

1. Ability and willingness to work in a team situation;

2. Ability to plan and organize assigned tasks and to work independently until completion of these tasks;

3. Maintain the school's confidentiality;

4. Have excellent communication and interpersonal skills necessary to interact with the public;

5. Be comfortable working with and accessing information on the internet; and

4. Hold a valid driver's license.

Submit applications to Erica Meyer, Our Lady of Perpetual Help School's Principal, at [principal@olph1.org](mailto:principal@olph1.org)