

The Boys & Girls Clubs of Huntington Valley is looking to hire a full time Office Manager. Under the supervision of the Unit Director, the Office Manager has the responsibility for running the front office, supervising office staff, maintain member tracking database, collections, customer service, and reporting to the Unit Director, Director of Finance, Director of Operations, and CEO. In the absence of the Unit Director, the Office Manager is responsible for the Office. Experience working with children is a plus. Bilingual preferred.

**Reports to**: Unit Director

**Available**: Immediately

**Locations**: Fountain Valley, CA and Huntington Beach, CA

**Hourly Wage:** $17.00 - $18.00/hour (based on experience) 40 hours per week, Monday – Friday

**Responsibilities:**

* Complete control of all office functions and customer service.
* Management of ProCare Solutions program, a member tracking database (data entry and processing).
* Checking daily attendance of all members in the facility. Communicate with the Unit Director of any absences.
* Manage billing and collections on all members accounts.
* Run daily, weekly, and monthly reports for the Unit Director, Director of Finance, Director of Operations, Director of Development and CEO.
* Cash handling and close out of payments at the end of each shift.
* Manage weekly bank deposits.
* Assist in other tasks not mentioned in the job description to aid in the overall production of the Club when needed.

**Qualifications:**

1. One year of successful experience in the related field.

2. Outstanding oral and written communication skills.

3. Willingness to work additional hours for agency projects and events.

3. Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.

**Acknowledgment:** Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at will, shall be for no specific duration, and may be changed or terminated. Nothing in this job posting is intended to create an employment contract, implied or otherwise. Interested? Please email your resume and a cover letter to the email address assigned to this posting to apply for this position or apply online at bgchv.com

**Equal Employment Opportunity Policy:** We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breastfeeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**

The safety of our employees and members is always the Club’s #1 priority. The Club

takes numerous safety precautions to mitigate the risk of COVID-19 within our Club

community. The Club follows all state and local regulations