

Office Manager

Neighborhood Finance Corporation



Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. We are celebrating our 28th anniversary as a mortgage lender in Des Moines and Polk County. NFC is planning to open a lending office in Cedar Rapids in July 2018.

Our mission: NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization in Polk County and Linn County, Iowa, through partnerships with residents, governments, community based organizations and the business community.

NFC is seeking a qualified Officer Manager to join our team. The ideal candidate should have prior office management experience with excellent organization skills and flexibility to manage several projects at once. The Officer Manager will report to the Vice President Finance & Administration and will be responsible for all administrative functions of NFC. This position is full-time, but NFC will consider candidates that would prefer part-time. The candidate will work from the Des Moines office.

Summary: The Office Manager for NFC is responsible for the day-to-day management of the corporation's office location(s) along with being the administrative assistant to NFC's Executive Director. The Office Manager will plan, direct and coordinate the operations of NFC. This includes formulating policies, managing daily operations, and planning the use of materials and human resources.

Specific Job Functions:

- Manage personnel records, payroll, and benefits for NFC team members
 - Create and maintain personnel record
 - Process payroll
 - Manage all benefits offered to NFC team members
 - Participate in hiring of new team members
- Maintain the employee personnel manual and help staff with related questions
- File Form 5500 annually
- Manage NFC's networks
 - Computer
 - Telephone
 - Hardware and Software acquisition, installation and maintenance
 - Physical and password protection management network and software applications
- Considering the relative costs and benefits of potential actions to choose the most appropriate one
- Monitor the facility to ensure that it remains safe, secure, and well-maintained
- Negotiate the purchase (including rental and lease agreements) of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions
- Supervises the maintenance of office equipment, including copier, fax machine, etc.

- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds
- Represent NFC in negotiating contracts and formulating policies with suppliers
- Backup for the Bilingual Administrative Assistant
- Administrative assistant to the Executive Director duties and responsibilities includes but is not limited to supporting the Executive Director through a variety of tasks related to organization and communication; responsible for confidential and time sensitive material; ability to effectively communicate via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner; rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.
- Other duties as assigned

Job Requirements:

- Strong customer service skills
- A minimum of 1-3 years of relevant work experience in office operations.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
- Strong communication skills – oral and written as well as presentations
- Proficiency with Microsoft Office applications including Word, Outlook, PowerPoint and Excel. Ability to learn loan origination system
- Travel (10% or less) will be required to manage the office location in Cedar Rapids, and attend appropriate training and conference events

NFC offers competitive company benefits including free parking, medical/dental/vision/life insurance, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Some benefits may only be available to full-time employees. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours can be approved through your manager taking into account the duties of the position and business needs.

Please send cover letter and resume to:
 Executive Director
 NEIGHBORHOOD FINANCE CORPORATION
 1912 SIXTH AVENUE
 DES MOINES, IOWA 50314
 Or spreusch@neighborhoodfinance.org
 No phone calls please