



POSITION DESCRIPTION

Job Title: Office Manager
Supervisor: KS Board of Directors
Hours: 40 Hour per week
Rate of Pay: \$27 to \$32 (DOE)

POSITION SUMMARY:

Kashia Services, a wholly owned economic arm and instrumentality of the Kashia Band of Pomo Indians, is seeking an Office Manager, to oversee the daily operations including but not limited to, working with KS board, Tribal Council, general council, vendors and manage all staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the oversight of the KS Board of Directors:

- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Organize and schedule meetings
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage relationships with vendors and service providers of Kashia Services and its subsidiaries, as well as the landlord
- Oversee/manage Kashia Services receivables
- Ensure all amounts owed by Kashia Services and its subsidiaries to servicers, vendors and financiers are properly documented and timely paid
- Manage board of directors' schedules, calendars, and appointments
- Responsible for ensuring office financial objectives are met by preparing annual budget for office, planning the expenditures, analyzing variances, and carrying out necessary corrections as they may arise
- Evaluate and manage staff performance

- Ensure filing systems are maintained and current, including contract, correspondence and billing files for all servicers, vendors and financiers of Kashia Services and its subsidiaries
- Ensure security, integrity, and confidentiality of data
- Prepare operational reports
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems
- Allocate tasks and assignments to subordinates and monitor their performance
- Prepare yearly tax forms
- Oversee adherence to office policies and procedures
- Organize orientation and training of new staff members
- Maintain supply inventory
- Coordinate events as necessary
- Manage QuickBooks account
- Facilitate/coordinate communications with Kashia Lending Commission and Tribal Council
- Other duties as assigned

QUALIFICATIONS:

- Must be eligible to be licensed by the Kashia Lending Commission
- Must have a high school diploma or equivalent
- Must have prior office experience
- Must have excellent interpersonal skills and work well in a group setting
- Must have excellent oral and written communication
- Must have excellent organizational skills and attention to detail
- Must demonstrate an ability to work with deadlines and multi-task
- Must have excellent skills in QuickBooks, MS Word, MS Outlook, MS Excel, MS Publisher
- Must have a valid California Driver's License and be insurable by the Tribe's insurance provider

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee will be regularly required to sit or walk and occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds safely. The employee will be required to work in an office environment.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 USC 791, Title 29, and the Americans with Disabilities Act.

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