



**Office Manager**  
**Location: Ames, Iowa**

**Position Description**

The Office Manager's role is critical to coordinating the various support services and personnel needs to ensure our office runs smoothly. Common duties will include overseeing reception and secretarial services, ordering office supplies, maintaining communication systems, managing payroll, planning travel, processing data, and monitoring security.

**Employment Type**

Part-time, approximately 25 hours per week

**Major Duties**

The following duties shall be performed by the Office Manager:

- Maintains and executes payroll
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procedures
- Responsible for managing office services by ensuring office operations and procedures are organized; correspondence are managed; filing systems are designed and maintained; supply requisitions are reviewed and approved; clerical functions are properly assigned and monitored
- Maintains financial records, including but not limited to invoices, billing statements, and donations
- Maintain project files with complete documentation
- Track donations and acknowledge donors
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval, and staff transfers
- Responsible for providing orientation and training to new employees
- Remain updated of technical and professional knowledge by attending educational workshops, joining professional associations and building networks with fellow professionals, and reviewing of industry publications
- Participate in the planning and execution of company events
- Responsible for developing standards and promoting activities that enhance operational procedures
- Assist with fundraising, grant searching and writing as needed
- Perform duties as determined by the Director as necessary
- Serve as the main contact for office supplies, bills, and shipping
- Records notes during board meetings
- Greet visitors upon arrival and answer phones
- Update and maintain personnel records
- Support staff in other tasks as needed

## **Supervision**

This position reports to the Executive Director and is headquartered in the Prairie Rivers of Iowa office in Ames, Iowa.

## **Required Qualifications**

- Proficient with QuickBooks
- Excellent communication, writing skills
- Strong planning and organizational skills, detail oriented
- Ability to work in teams or groups
- Ability to listen and solve problems
- Ability to manage multiple budgets
- Ability to attend occasional evening and weekend meetings or events
- Possess a valid driver's license
- Operate a personal vehicle at a reimbursed rate

## **Preferred Qualifications**

- Proficiency in Windows Operating System, Microsoft Office Suite, Google Workspace, and Zoom
- Ability to troubleshoot technological issues
- Experience with Constant Contact
- Willingness to contribute to social media posts, blogs, and newsletter articles
- High school diploma with five years of experience or bachelor's degree with at least two years of experience

## **Application Process**

Please submit a cover letter, resume/CV, and references electronically to the Search Team at [search@prrcd.org](mailto:search@prrcd.org) or by mail to

Prairie Rivers of Iowa  
3116 S. Duff Ave. Suite 201  
Ames IA 50010

## **Equal Employment Opportunity**

Prairie Rivers of Iowa does not discriminate against any person on the grounds of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs in carrying duties associated with the position.