



## Office Supervisor Job Description

### **Qualifications**

This position requires a person with interests in working in a company that cares for clients with developmental disabilities. Employee must have experience with MAC OS and Office 365 (outlook, excel and word.) Employee must have strong attention to detail with high accuracy, problem solving and multi-tasking skills. Employee must have excellent communication skills and effective organizational skills. Each employee must meet licensing requirements for criminal clearance. Each employee must show proof of a valid driver's license with a clean driving record.

- Input data quickly and efficiently
- Strong attention to detail with high accuracy, problem solving and multi-tasking skills -Experienced with Mac OS and provide your own secure internet.
- Experienced with Office 365 (Outlook, Excel and Word) and Quickbooks
- High level computer skills in accounting
- Excellent communication skills and effective organizational skills
- Demonstrates leadership and a positive attitude -High level of trust and confidentiality

### **Conditions**

The first six months of employment will be considered a probationary period. During the probationary period the employee will be evaluated.

### **Availability**

Office Supervisors must be available M-F daytime hours and are scheduled up to 40 hours a week and are generally not required to regularly work weekends or holidays. Office Supervisors work a hybrid remote/on-site and you will provide your own secure internet. There will be visits to other locations we own and the main office in central MN.

### **Reports To**

This position reports directly to the Financial Director.

### **Responsibilities**

1. Works closely with Financial Director.
2. Train OA's in their duties/follow up meetings and working with PL's training timesheets/financials
3. Enter payroll into portal/zoom with Lisa and complete any corrections.
4. Update payroll portal and deputy with new hires and resignation/terms/corrections.
5. Check on repairs and communicate with maintenance team.
6. Employment verifications.
7. Meetings/zoom.
8. Check emails/samepage/deputy
9. ACA
10. Staff benefits/insurance and meeting with newly promoted staff.

11. Obtain wages for unemployment claims/calculate PL hours/OT hours for PLs
12. Review daily mail received and pass it along to appropriate person.
13. Organize your day
14. Respond promptly to emails, samepage, deputy, phone communication.
15. Delegate tasks to the Office Advisors and follow up on completion and accuracy
16. Check in with Office Advisors
17. Buy birthday gifts (from Phyxius) for your Office Advisors on their birthdays
18. Complete and keep current with required training.
19. Demonstrate leadership and positive attitude.
20. Maintain a high level of trust and confidentiality.
21. Maintain a professional appearance and decorum in meetings/appointments when representing our company.
22. Collaborate and work well with others on our team.
23. Other miscellaneous office/accounting/management duties.
24. Other duties from Lisa/other Directors/Owners.

After careful consideration you also agree to this non-disclosure agreement. You acknowledge that you have or will receive and will continue to receive access to confidential and proprietary business information or trade secrets ("confidential information") about the company. This information was obtained by the company at great expense and is protected by the company from unauthorized disclosure and that your possession of this confidential information is due solely to your employment with the company. In recognition you will not at any time during employment or following termination of employment for any reason, disclose, use or otherwise make available to anyone any confidential information relating to the companies business including it's clients information, data, strategies, short/long term plans, employee information, any financial information, and any other information concerning the business of the company which is not disclosed to the general public except for disclosure necessary in the course of your duties.

Staff Name Printed: Michelle VanHauen Staff Signature:  Date: 08/21/23