



MORNING DOVE

THERAPEUTIC RIDING INC

Office Manager Job Description

Background:

Morning Dove is a 501(c)3, Premier Accredited therapeutic riding center under the PATH International umbrella. We are located on 100+ rolling acres in the heart of horse country in Zionsville, IN. Our center serves over 100+ riders and their families each week during the spring and fall, and 150+ during the summer. We offer therapeutic riding, hippo therapy and several specialized programs serving children on the autism spectrum.

General Purpose:

Morning Dove is seeking a highly organized and motivated addition to our team to serve in the key role of Office Manager. Morning Dove's Office Manager reports to the Executive Director and is responsible for the bookkeeping, organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. This is a fulltime position.

Primary Job Tasks and Responsibilities:

- Bookkeeping
 - Track and execute client billings and collection
 - Oversee and coordinate program revenue and operating expenses
 - Monitor and manage barn and office supplies
 - Monitor and pursue A/R
 - Manage, track and report grant expenditures
 - Generate reports as required to manage business
- Maintain Morning Dove records: riders, employees, horses, administrative
 - Maintain filing system compliant with all PATH International standards
 - Assure files are current and accessible to appropriate staff
 - Maintain client, donor, volunteer contact file/database
 - Manage insurance policies and reporting as needed
 - Maintain complete office policies and procedures and documentation
 - Insure security and confidentiality of data
- Manage employee administration
 - New hire paperwork and set up
 - Maintain employee contact information, schedules, records
 - Manage timesheet process – track vacation, sick leave etc
 - Submit and oversee payroll processing with 3rd party



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- Update Quickbooks as needed
- Coordinate sourcing facility maintenance people as required
- Handle phone and mail inquiries – respond or delegate as appropriate
- Assist Volunteer Coordinator and/or Program Director in scheduling (riders, instructors, volunteers) as needed

Education and Experience

- Business degree or equivalent experience
- 3+ years administrative and supervisory experience
- Working knowledge of QuickBooks Online, accounting, data and administrative management practices and procedures in a plus
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Computer skills including working knowledge of office software, contact management, QuickBooks Online
- Familiarity and comfort in an equine facility
 - Qualified and interested in pursuing certification as PATH instructor preferred!

Key Competencies

- Communication skills – verbal, written
- Problem analysis and assessment
- Judgment and problem solving
- Decision making
- Planning and organizing
- Work and time management
- Attention to detail and high level of accuracy
- Information gathering and monitoring
- Coaching skills
- Initiative
- Integrity
- Stress tolerance
- Adaptability
- Teamwork and collaboration