



OFFICE & FINANCE MANAGER POSITION DESCRIPTION

The Office Manager is responsible for overseeing the financial, human resources, contractual, and administrative operations of the Reidsville Area Foundation. This role manages day-to-day office functions, ensures compliance with internal policies and procedures, and supports organizational effectiveness. Working independently with regular coordination with the Executive Director and staff, the Office and Finance Manager helps maintain efficient operations and a productive, positive work environment.

Specific areas of responsibility and action include:

Financial (Average 12-14 hours per week)

- Manages office accounts receivable, accounts payable and grants payable processes.
- Reconciles monthly multiple bank accounts and the Foundation business credit card statement.
- Manages internal operational processes, including expense reports, payroll, and tax payments.
- Manages state and federal tax processes, ensuring accuracy and meeting all deadlines.
- Supports annual audit and IRS Form 990 completion process and responds to feedback received as part of the process.
- Tracks and reports to the Director and Finance Committee on the operational budget.

Administrative and Office Coordination (Average 8-10 hours per week)

- Serves as point of contact for incoming inquiries from mail, email, and phone calls.
- Ensures that regular office hours are established and maintained.
- Organizes logistics and scheduling for RAF-sanctioned events, including but not limited to meetings of the Board and Committees and grantee and community events.
- Maintains the security of organizational files and works with the Executive Director to ensure corporate documents are current and compliant with applicable legal requirements.
- Orders office supplies and maintains office inventory.
- Provides administrative assistance as needed to support Foundation responsibilities.

Facilities (Average 5-6 hours per week)

- Maintains business usage calendar and serves as point of contact for nonprofit agency building occupants as well as community stakeholders using Foundation facilities.
- Oversees physical care and office facilities for maintenance and replacement of equipment as needed.
- Provides minor technical support, maintenance, and assistance as needed by foundation staff and building occupants, including troubleshooting, and liaising with vendors and IT support.

Grant Agreement and Contract Management (Average 4-5 hours per week)

- Coordinates the preparation of grant agreements, including signatures, approvals, and distributions.
- Tracks grant terms, reporting requirements, and payment schedules.
- Coordinates with the Director on grant payments, budgets, and financial reporting.
- Work with the Director on procurement and contract negotiations with consultants and vendors.
- Administer lease and shared utilities agreements by monitoring terms, key dates, renewals, and compliance with contractual requirements.
- Understands grants software and serves as a backup to Grants Manager, as needed.

Human Resources (Average 1-2 hours per week)

- Administers compensation and benefit package coordination as applicable.
- Maintains employee records and ensures HR data accuracy and confidentiality.
- Ensure compliance with labor laws, company policies, and regulations.
- Works with the Executive Director to review, develop, and enforce HR policies and procedures.

Qualifications:

The ideal candidate will be a self-starter who is detail-oriented, organized, efficient, and able to prioritize and manage time wisely. The candidate will have excellent interpersonal skills and have the ability to maintain a good sense of humor and perspective. The ideal candidate will have specified computer and software proficiency and be familiar with the operation of basic office equipment. The candidate will reflect integrity and maturity in carrying out responsibilities and in representing the Foundation.

The ideal candidate will have:

- At minimum, a 2-year degree in business, marketing, education, communication, or related field.
- 3+ years of experience in office management, bookkeeping, or administrative leadership.
- Bookkeeping experience required; proficiency in QuickBooks is strongly preferred.
- Experienced in Microsoft Office Suite with the ability to create, manage, and analyze documents, spreadsheets, and presentations.
- Strong organizational, communication, and problem-solving skills.
- Ability to work effectively with diverse populations in a courteous and professional manner.
- Strong knowledge of, and relationships within, Rockingham County preferred.
- A commitment to the mission and values of the Reidsville Area Foundation.

Work Hours

Full-time, Monday through Friday, 32 hours per week.

Occasional evenings or weekends may be required for special events.

Flexible work arrangements where feasible.

Salary Range – 32 hours per week

\$42,807 – \$64,210 based on experience.

Benefits

Employer paid Health, Dental, and Vision insurance.

Retirement plan options with employer match.

Paid time off and holidays, paid family and medical leave.

Life insurance.

Professional development opportunities.

How to Apply

To apply, please submit your resume and a brief cover letter to Dawn Charaba, dcharaba@rafoundation.org.

Apply by **March 2, 2026**, to be considered in the first review round.

Reidsville Area Foundation was formed in 2001 with proceeds from the merger of Annie Penn Hospital with Cone Health. The Reidsville Area Foundation, a private nonprofit foundation, is governed by an independent Board of Directors. The Foundation invests in initiatives and programs that are designed to improve the education, health, and quality of life of the residents of Rockingham County.