



Job Title	Office Administrator	Department	Finance
Status	Non-Exempt, Full-time	Reports to	Chief Financial Officer

General Description

The Office Administrator performs the day-to-day office tasks of the Cliburn. This position ensures an orderly and efficient working environment across the Cliburn. Primary responsibilities include reception, equipment and vendor relationships, and information technology coordination. The Office Administrator serves as the primary administrative support for the finance department.

Responsibilities

Reception and Office Conditions

Maintains professional office conditions for staff and guests.

- Serves as receptionist, answering and routing calls, greeting and coordinating guests, etc.
- Maintains orderly and professional common areas, such as reception, conference room, work room, kitchen
- Maintains office supplies and controls supplies budget
- Picks up and drops off office mail daily; signs for, and distributes, deliveries; coordinates during closures
- Monitors memorabilia access; coordinates cleaning and maintenance
- Ensures storage suite is organized and maintained; coordinates with staff as needed
- Maintains shared office calendars

Equipment and Vendor Relationships

Ensures office equipment (i.e. phones, copier, postage meter, fridge, etc.) is in operating condition and coordinates with office vendors (phone, internet, etc.). Serves as primary contact with City Center.

- Maintains office equipment and implements agreements with office vendors
- Ensures accurate billing and prepares monthly usage reporting/reconciliations
- Troubleshoots issues and coordinates with vendors as needed to resolution
- Monitors lease terms and coordinates lease renewals and/or purchase replacements
- Implements City Center tenant requirements, such as safety, loading dock, and closures

Information Technology

Coordinates IT plan with IT contractor and serves as liaison between staff and IT contractor.

- Coordinates business systems; adds/removes staff access; maintains list of software with terms
- Coordinates IT hardware assignments, coordinates replacement, and ensures all hardware throughout the Cliburn is tagged and location is recorded and accurate
- Coordinates IT billing and ensures compliance with IT contractor agreement
- Troubleshoots IT issues through ticket process and coordinates with IT contractor as needed to resolution
- Maintains server room in orderly fashion and ensures marquees are in working order

Finance Department Support

Serves as administrative support for the finance department.

- Performs data entry for daily transactions in accounting software and CRM as assigned
- Files finance paperwork, such as check run and deposit documentation
- Collects purchase forms and supporting documentation from other departments; follows-up to completion
- Assists with finance department mailings, copying and compiling meeting materials, RSVPs, etc.
- Performs other duties as determined by the CFO
- Enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn’s mission

Education, Experience, and Attributes

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| <ul style="list-style-type: none"> • Bachelor’s degree required • Office admin experience strongly preferred • Trustworthiness and ability to handle confidential materials and situations | <ul style="list-style-type: none"> • Self-motivated and directed • Strong organizational skills and attention to detail with high degree of accuracy • Ability to problem solve and adapt to changes quickly and with grace |
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*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission ***