



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

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Associated Students, Inc.
California State University, Los Angeles

Job Description

OFFICE MANAGER FOR ADMINISTRATION AND SERVICES

Rate: \$ 29,232 - \$50,000
Workweek Class: Exempt
Work Schedule: 5/40

GENERAL STATEMENT

Under the supervision of the Associated Students, Inc., (A.S.I.) Executive Director. The Office Manager for Administration and Services is responsible for assisting in planning and organizing the day-to-day operations of the A.S.I. Administrative Office. This position will also assist with various student support initiatives and the development of sound fiscal and operating practices while maintaining accurate records, policies and procedures.

This position will perform accounting work, which involves the responsibility of accounting requirements in accordance with Auxiliary Accounting, A.S.I. policy, and generally accepted accounting principles. This position will interpret and apply specific operating policies and procedures, perform research, prepare reports with recommended courses of action, make in-depth analytical studies and investigations which have broad impact, make recommendations for changes in policy or procedures, and develop questionnaires or complex documents.

REQUIRED QUALIFICATIONS:

- Willingness to work with ethnically diverse and culturally pluralistic student body and staff.
- Bachelor's degree is required.
- Excellent oral and written communication skills.
- Ability to motivate and work closely with college students.
- Computer experience (e.g. Microsoft Office, PageMaker, File Maker Pro, Excel, and PowerPoint).
- Substantive supervisory/managerial experience, at least one (1) year experience.
- Strong organizational skills and capable of multitasking.

DESIRED QUALIFICATIONS:

- Substantive experience in Higher Education, at least 1 year.
- Experience in training and development.
- Knowledge of and skill in budgeting, fiscal management, and reporting.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administrative Responsibilities:

- Responsible for the coordination of various A.S.I. programs, services, and policies as provided for in the A.S.I. Administrative Manual.
- Work directly with Executive Director to effective utilization of resources and staff by in reviewing and assessing long and short-term administrative planning objectives operational policies, accounting procedures, staffing needs and general office services.
- Interpreting and educating students on A.S.I. fiscal policies, University policies, California Education Code and Title 5 of the State of California.
- Meet regularly with Directors to discuss daily operation, changes, and other needs
- Procurement of office supplies and equipment.
- Manage and process payroll and employee benefits
- Assist with establishing and evaluating standards of excellence related to office procedures for use of telephones, turnaround times, staff coverage, cross training and customer service.

Fiscal Responsibilities

- Provide administrative support with all required audit functions and ensure that we meet the required deadlines for the GAAP and Chancellor's Office Audits.
- Manage fiscal year end closing procedures.
- Coordinate the following:
 - Order and maintain product inventory (e.g., movie & amusement park tickets)
 - Oversee the daily audit functions
 - A.S.I. Book Voucher Program (Director of Administration and Services)
- Assist the Executive Director with the development and management of a system of controls for A.S.I. Financial management.
- Assist with monthly and quarterly reconciling and maintaining accounts receivables/payables.
- Assist with preparation of Requests for Payment or Purchase (RPP"s) and maintain resource, vendor, credit card, product, and administrative files
- Assist the Executive Director in organizing, managing, and implementing corporate functions of A.S.I. while establishing and maintaining sound fiscal and operational records, policies, and procedures.
- Primarily responsible for comprehensive and accurate accounting, fiscal budget reconciliations, & purchasing procedures and ensure accounting and check-processing efficiency within the corporation.

Programming and Services Responsibilities:

- Assist in the implementation and planning of various A.S.I. programs, trainings, retreats, and initiatives(e.g., Homecoming, Leadership Retreat)

Student Government Responsibilities:

- Process payments for all GIA paid positions (see approved GIA payment timeline & calendar)
- Manage the training of the Vice President for Finance and regular review and processing of Club and Organization funding requests
- Oversee the timely production of Board and committee binders, business cards, names tags, etc.
- Organize special events and meetings and coordinates room and catering needs.

Committee Involvement Responsibilities:

- Act as Recording Secretary for Board of Director, Executive, Personnel, and Strategic Planning Committees
- Provide the training for all committee chairs/vice chairs on the proper management of minutes and supporting documents; quarterly collection of documents is expected
- Finance Committee member
- Participate in CSU Auxiliary Organizations Association (AOA) to obtain current CSU Audit requirements and practices

Staff Development Responsibilities:

- Assist in the efficient work schedule assignments of Student Staff
- Schedule quarterly staff meetings and assist with training development
- Manage Target Safety trainings
- Assist with the orientation, hiring, and training of other A.S.I. student and professional staff.

An Equal Opportunity/Title IX Employer

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 55.4 percent Latino, 17.3 percent Asian, 11.3 percent Caucasian, and 5.6 percent African American. Our 21,284 student range in age from 15 to 80 years old - the average undergraduate age being 24.

Please feel free to visit the CSLA homepage at www.calstatela.edu and the Associated Students, Inc. homepage at www.calstatela.edu/asi.

Cover letter and resume should be mailed to:

CSULA Human Resources Management
Attention Susie Varela, HRM Director,
Office Manager for Administration and Services Search, A.S.I.,
California State University, Los Angeles, Inc.,
5151 State University Drive, Los Angeles, CA 90032.

Resumes received by Friday, August 10, 2012, will be given preference.