



Position Title: Office Manager
Accountable To: Executive Director
Status: Full-time; Non-Exempt

Overview:

The Gunnison Valley Regional Housing Authority's mission is to advocate, promote, plan and provide a long-term supply of desirable and affordable housing in Gunnison County in order to maintain a well-rounded community. We are a multi-jurisdictional Housing Authority created and supported by Gunnison County, the City of Gunnison, the Town of Crested Butte, and the Town of Mt. Crested Butte.

The primary goal of the Office Manager is to support all aspects of the organization including communications and operations, as well as engagement with the community. Job responsibilities and duties including, but are not limited to the following:

Office Administration & Accounting

- Field, respond to and/or re-direct all general phone, email and in person inquiries; provide general information about our programs, properties and projects and/or provide additional resources. Provide translation services as needed.
- Input Accounts Payable and Accounts Receivable into QuickBooks according to budget; scan backup to Dropbox and upload to QB to enable efficient audit processes.
- Maintain organized, complete electronic file system for all financial and organizational documents; manage in-coming and out-going mail and mailings.
- Download and file all bank statements, recurring expense & loan statements; transact and record bank deposits; manage incoming & outgoing mail & mailings.
- Support external audit function by compiling document requests and responding to auditor inquiries.
- Manage existing loan program; post payments, reconcile, respond to inquiries, mail statements, complete and record lien releases and conduct DOLA reporting.
- Maintain overall office organization and replenish supplies as needed.
- Conduct Property Management and Homeownership application intake according to established process; provide support to community members as needed.
- Attend Board Meetings, record minutes, post agendas and maintain and distribute Board Meeting files, recordings, distribution lists as needed; manage Board Meeting web page.
- Provide additional support to team members and general public as needed.

Outreach & Communications

- Execute on social media strategies, campaigns and communications plans, provide input in planning, design and process, coordinate with department heads.
- Coordinate website upgrade project; compile and organize information and work with contractor to execute. Maintain general information updates on website going forward.





- Coordinate and execute community engagement and education events, supporting all GVRHA departments; procure location, materials, print materials, marketing & advertising, coordinating attendees, presenters, etc.
- Coordinate rebranding advertising / marketing plans; ensuring timely execution of plan.
- Manage regular stakeholder and community communications on program, project and property updates, status, documentation, website content, and overall information.
- Additional duties as needed to support the overall outreach and communication with GVRHA stakeholders and community members.

Qualifications:

- Preference given to local, Bi-lingual; Spanish-speaking applicants
- Experience in Microsoft Outlook, Word and Excel required
- Excellent communication skills (verbal and written) required
- Knowledge of website and social media platforms use required
- Ability to work independently required
- Organization and thorough attention to detail required
- Valid driver's license & reliable transportation to office required
- Electronic and physical file-management experience a plus
- QuickBooks experience a plus

Physical and Visual Activities:

Ability to interpret, evaluate and communicate detailed written or verbal instructions to/from others accurately and quickly, including answering phones, attending meetings, written correspondence or other forms of communication. Ability to lift, push, pull or carry up to 15 pounds for the dissemination of documents, supplies, materials, etc. to various locations throughout the office/facility.

Physical and visual activities that are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

GVRHA Benefits:

GVRHA currently offers the following benefits for all full-time permanent employees:

- 2 weeks (80 hours) paid vacation/year, accrued at a rate of 6 2/3 hours per month
- 12 additional paid holidays following the holiday schedule for Gunnison County
- Sick leave accrued at a rate of 8 hours per month
- Generous company match for employee and dependent medical premiums; 75% dental and vision insurance premiums paid for employee and dependents
- 3% matching Simple IRA plan

