



The Anglican Relief and
Development Fund[®]

POWERFUL PARTNERSHIPS TRANSFORMING OUR WORLD

Office Manager Position

The Anglican Relief and Development Fund (ARDF), the global outreach arm of the Anglican Church in North America is seeking an Office Manager at their office in Ambridge, Pennsylvania.

This is a permanent salaried position, 32 hours a week with benefits plus some travel involved that reports directly to the Executive Director of ARDF.

Job Summary

ARDF seeks an experienced Office Manager to handle the daily operations and administration of their office in Ambridge. The candidate must be highly organized and efficient.

While training will be provided, the candidate must have accounting experience, people management skills along and the ability to excel in Global communication. Cross cultural sensitivities and a Statement of Faith are required.

The successful candidate will provide oversight for all administrative personnel at this location.

Office Manager Responsibilities

Financial Management

- Banking relationships and account analysis
- Accountant and Auditor relationships
- Accounts Payable, check requests, donor receipts
- Donor Management System experience
- Management of ARDF Credit cards

Personnel

- Manage the Ambridge office staff
- Manage payroll once a month through Paychex online
- Manage payroll information and documents
- Manage monthly pension plan payments



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Office Management

- Purchase and keep computer hardware and software up to date, including back-up systems
- Purchase office supplies as needed
- Manage off-site storage locations and rental agreements
- Assist with event and meeting planning
- Maintain business and legal documents (electronic and hard copy)
- Manage updates and renewals
- Maintain approved project documents
- Take minutes for ARDF-US-Trustee Meetings and Global ARDF Council meetings

Office Manager Qualifications and Skills

Bachelor's Degree in Accounting, Finance or Business

Experience with Microsoft Suite

Excellent communication skills

Strong analytical skills

Two to three years of management experience

Please contact Canon Bill Deiss: bill@ardf.org or Larry S. Rice: larrysrice@gmail.com if you are interested in this position.