



## Office Manager Job Description

### World Hunger Relief Mission Statement

World Hunger Relief, Inc. is a Christian organization committed to the alleviation of hunger around the world. God calls us to:

- Train individuals in holistic ministry that equips them to work with communities in developing sustainable farming techniques
- Educate those with an economic abundance on methods of conserving and sharing resources
- Participate in local and international sustainable development programs

Our activities include a 12-month agriculture missions internship, local education and outreach, and direct international assistance. Our 40-acre facility is operated as a working farm, generating produce for consumption and sale, and provides a real-world setting for training activities.

### Job Responsibilities

The Office Manager is responsible for assisting the agency with clerical, financial and managerial tasks. Must be available twenty hours per week – the days and times are negotiable as long as the duties can be performed on a consistent basis.

### Specific Duties Include:

- Oversee and maintain administrative systems for filing, accounting and financial business
- Coordinate ordering and stocking of supplies and technologies to support office operations
- Supervise work-study students and volunteers to complete clerical tasks, phone answering, mail collection, cleaning, and maintaining office and Ed. Building order
- Financial record keeping (data entry and filing)
  - Accounts payable
  - Accounts receivable
- Payroll processing and related tax filings
- Route general e-mails to appropriate personnel
- Participate in one of WHRI committee's
- Other responsibilities as needed (e.g. purchasing & donor calls)

### Qualifications Of The Ideal Candidate

- A committed Christian with a desire to support the mission of WHRI
- Practical experience in accounting and/or bookkeeping
- Computer literate; QuickBooks experience preferred
- Good verbal communicator, solid organizational skills and dependable

**To Apply:** Send cover letter and resume to:

World Hunger Relief, Inc.

Attn: Neil Rowe Miller

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