



JOB ANNOUNCEMENT

OFFICE MANAGER

Moving Forward Towards Independence is a 501 (c)3 non-profit agency committed to supporting and guiding each resident in the program to achieve his or her highest potential by providing a safe environment that maintains a balance of challenges and support. Moving Forward fosters growth in social, vocational and independent living skills for adults with autism spectrum disorder, learning disabilities, and other developmental disabilities.

We are currently seeking an Office Manager. The Office Manager is the nucleus of the organization, being the first contact for people calling or coming into the administrative office. This role tends to be the heart of the team, assisting other staff members and the Executive Director with a variety of tasks and making sure operations run smoothly each day.

Position Description: 4 Month Temporary Job from 6/1/18 - 9/30/18

Position Title: Office Manager - Manage Accounts Payable and Receivable

Time commitment: 24 to 32 hours per week.

Service location: Napa, CA

Position description: Deposit Checks, Answer Phones, Pay Bills, communicate with CPA, Special Projects including event planning and soliciting sponsorships for Celebration in August.

Supervisor/contact person: Executive Director

To Apply: contact Rhonda Daniels, Executive Director at 415-302-4614. The position is open immediately.

* For more information about Moving Forward Towards Independence, including our mission, history, and accomplishments, please visit Moving-Forward.org.