Office Manager

Description
The Social and Public Art Resource Center (SPARC) in Venice, CA seeks an Office Manager to organize and coordinate front office functions and management of the Duran Gallery and SPARC Gift Shop and Mural Shield sales. Responsibilities include supporting the Human Resources, Accounting, and Facility Maintenance functions.

The successful Office Manager has experience with front office procedures, enjoys wearing multiple hats and has experience supervising staff. The individual should be well-organized, detail oriented and flexible enough to accommodate changing priorities.

Responsibilities
Responsibilities include, but are not limited to, the following:
• Supervision of a full-time Administrative Coordinator, full-time Maintenance Manager and part-time Housekeeper
• Responsible for front office functions such as staffing the reception desk, fielding inquiries via phone, email and in-person, and maintaining and ordering supplies.
• Responsible for management of the telephone system
• Responsible for the organization and management of the key and security systems
• Responsible for the smooth functioning of the Duran Gallery, including staffing Saturdays hours (1000 – 6:00) and occasional exhibition and special event openings.
• Responsible for the smooth functioning of the SPARC Gift Shop, including maintaining inventory, maintaining the online sales application, in-person sales, and fulfilling online purchases.
• Responsible for the customer service aspect of Mural Shield sales.
• Provide support to accounting, including handling of Accounts Receivables, credit card reconciliations, and reconciliation of several subsidiary ledgers.
• Provide clerical support to the Human Resources function, including maintaining personnel files, onboarding staff, verifying timecards, and managing employee benefits.
• Supervise housekeeping and weekly maintenance activities.
• Responsible for the smooth running of special events
• Design and implement filing systems, both electronic and hard copy

Qualifications
Requirements and Qualifications
• Bachelor’s degree in accounting with 24 semester units in accounting from an accredited institution or 5 years work experience.
• Minimum of 3 years of experience in nonprofit finance/accounting.
• Certified CPA License preferred.
• Detailed knowledge of finance, accounting, budgeting and cost analysis principles, including US Generally Accepted Accounting Principles (US GAAP).
• Ability to analyze financial data and prepare financial statements, reports and projections.
• Experience presenting financial reports and forecasting to a Board of Directors.
• Project management experience within a fast-paced, deadline driven environment.

Hiring organization
SPARC

Employment Type
Full-time

Job Location
685 Venice Blvd, 90291, Venice, CA

Working Hours
8 hour shift

Base Salary
$ 63,000 - $ 65,000

Date posted
November 21, 2023
environment strongly preferred.
● Strong analytical and problem solving skills.
● Excellent written and verbal communication skills.
● Ability to work independently.
● Proficient in QuickBooks Online, Bill.com accounting softwares, and Shopify.
● Proficient in G Suite, Microsoft Office, and Mac OS operating systems.
● Able to work in person and remotely, and occasionally on weekends.

This is a full-time, exempt position. Regular working hours are 10:00 a.m. – 6:00 p.m. Some weekends and evenings may be required. Must be available to attend on-location at SPARC’s offices in Venice, CA.

**Job Benefits**

Job Type: Full-time  
Salary: $63,000.00 – $65,000.00 per year

Benefits:
• 401(k)  
• Dental insurance  
• Health insurance

Schedule:
• 8 hour shift  
• Monday to Friday

Ability to commute/relocate:
• Venice, CA 90291: Reliably commute or planning to relocate before starting work (Required)

Experience:
• Office Management: 3 years (Required)

**Contacts**

Please submit cover letter and resume to nigrita@sparcinla.org