

## Yew Dell Botanical Gardens Job Description Draft

**Position Title:** Office Manager **Date:** January 2024  
**Reports to:** Director of Finance and Operations  
**Classification:** Full Time, Exempt

**Position Summary:** The Office Manager works closely with the Director of Finance and Operations on financial and operational matters. The Office Manager collaborates with staff to ensure smooth coordination of organizations' day-to-day operations. The Office Managers responsibilities focus on the administrative, human resource, and support of the financial activities of the organization.

### Job Responsibilities:

- Prepare payroll and manage payroll system
- Manage human resource activities and personnel records including benefit renewals of insurance, FSA, and IRA accounts
- Manage the hiring and orientation process for new staff and interns
- Manage insurance policies and renewals including Property, D&O, Workers' compensation, and OSHA filings
- Purchase office, cleaning, and event supplies
- Manage organization's equipment, computer, and software resources
- Assist with Yew Dell community programs and events
- Provide support for Finance Department
- Other duties as assigned by the Director of Finance and Operations

### Qualifications/Requirements:

- Associate degree in Business Management, Administration or related field, Bachelor's degree preferred
- 5+ years of management experience
- Excellent communication and interpersonal relations skills
- Maintain confidentiality of all human resource information and systems
- Demonstrated knowledge of payroll processing and software
- Excellent computer skills including Microsoft Office products including Word and Excel
- Excellent knowledge of computer software and ability to research solutions to hardware and software issues
- Excellent critical thinking and problem-solving skills
- Ability to thrive in a team environment
- Commitment to furthering the goals of Yew Dell Botanical Gardens through creative and energetic support of the institution
- Must be willing to work non-standard hours as needed

To apply send your resume to:  
Yew Dell Botanical Gardens  
6220 Old LaGrange Road  
Crestwood, KY 40014  
Or email to:  
[jobs@yewdellgardens.org](mailto:jobs@yewdellgardens.org)



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