

OFFICE MANAGER

Department: Administration

Reports to: Senior Director of Finance & Administration

FLSA: Exempt



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive-In at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Office Manager is responsible for overseeing the day to day operations of the PFS office by ensuring that the office is clean and organized and providing staff with the resources that they need to do their jobs. Reporting to the Senior Director of Finance & Administration, the Office Manager also provides accounting and human resources support.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversee the day to day operations of the PFS office ensuring the organization and staff have a satisfying work environment
- Assist with general office upkeep maintaining communal spaces
- Maintain office efficiency by developing standards, promoting process improvement, establishing inventory control and equipment procurement
- Liaise with office vendors, including building long term relationships with vendors on behalf of an organization
- Answer telephones, route, and screen callers, take messages, and provide routine information to callers promptly and courteously; manage Auto Attendant
- Manage PFS's general email account, forwarding emails to appropriate staff, and responding to general inquiries
- Process all mail and packages by receiving, sorting, notifying, and distributing to staff in order to ensure the information is received in the most timely and accurate method possible
- Order general office supplies
- Schedule and provide administrative support for meetings, interviews, committees, and calendars including catering
- Process accounts payable, accounts receivable, other basic accounting functions
- Administer petty cash according to established procedures
- Support Human Resources on various projects such as new employee onboarding, staff communication, and activities
- Other duties as assigned

SKILLS

- Knowledge of office management principles and procedures
- Ability to effectively and efficiently handle multiple, simultaneous and complex tasks and projects within a fast-paced context
- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Excellent verbal and written communication skills with exceptional attention to details
- Proficiency in MS Office Suite
- Fluency with Google products and proficient with technology
- Experience with Quickbooks, Paychex Flex, and/or Salesforce a plus

PHILADELPHIA FILM SOCIETY

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1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

- Maintains professional growth and development through continuing education, including participation in conferences, workshops, and professional affiliations

QUALIFICATIONS

- Minimum of an Associate's degree or equivalent work experience required, B.A. preferred
- At least one year of office management and basic accounting experience
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills which support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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