

Position Description

Position Title:	Executive Office Manager/ Staff Acct.	Date:	2026
Reports To:	Executive Director	FLSA Status:	Exempt
Department:	Administrative	Position Status (FT/PT)	Full-Time

Job Summary

The Executive Office Manager/Staff Accountant will be responsible for performing a range of clerical and mid-level administrative tasks to support the daily operations of the Delaware Historical Society (DHS). This position undertakes a variety of office support tasks and works diligently under pressure. This role is comfortable working with a high degree of attention to detail and discretion, competent in prioritizing various tasks, has excellent communication skills, and always maintains a professional attitude. This role is ideal for someone who thrives in a fast-paced environment, enjoys being the go-to resource for employees, and can seamlessly balance administrative operations with basic accounting and payroll support.

Essential Functions & Responsibilities

To perform successfully in this role, the Executive Office Manager / Staff Accountant must be able to execute each essential function effectively. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions. Additional responsibilities may be assigned to support organizational needs.

Office & Administrative Operations

- Serve as a primary point of contact for employee requests and administrative support needs.
- Track and maintain employee vacation requests.
- Perform a broad range of clerical and administrative functions that support daily operations and organizational efficiency.
- Maintain accurate and confidential personnel records and organizational databases.
- Review and maintain contracts, vendor invoices, and insurance policies to ensure accuracy, compliance, and proper documentation.
- Order and track office supplies, equipment, and vendor services with a strong focus on cost control and inventory accuracy.
- Coordinate with third-party vendors, including office suppliers, benefits brokers, accountants, IT support, to manage scheduling, issue resolution, and ongoing relationships.
- Handle incoming and outgoing mail, packages, and deliveries.
- Answer and direct phone calls professionally and efficiently.
- Provide on-site operational support for daily programs and occasional evening or weekend events, as needed.

Payroll & Accounting Support

- Process bi-weekly payroll accurately and on schedule, maintaining accurate records related to employee time, pay, and benefit deductions.
- Support basic accounting functions such as Accounts Receivable and Accounts Payable.
- Prepare, deposit and record incoming check payments.
- Prepare check requests for internal and external payments.
- Partner with the organization's Accounting Consultant to support an efficient and accurate month-end close.
- Collaborate with external auditors to assist in the annual audit process.

Qualifications: *Education and Experience Requirements:*

- High School Diploma or GED.
- 3+ years in an office manager, executive assistant, or operations role.
- Experience supporting payroll, bookkeeping, or HR administration.
- Proficiency in MS Office.
- QuickBooks experience preferred.

Knowledge, Skills and Abilities.

- Proven track record of administrative experience, preferably in a cultural or nonprofit institution.
- Ability to work with minimal supervision.
- Competent in prioritizing various tasks, effective time management and organizational skills.
- Works with a high degree of attention to detail and discretion, emphasizing the importance of accuracy and confidentiality.
- Demonstrates excellent communication skills, which are crucial for effective interaction with colleagues.

Work Environment:

- Work Schedule: Mon-Fri: 8am – 4pm or 9am – 5pm

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a copy machine and computer printer.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. The Delaware Historical Society has the right to revise this position description at any time. The Delaware Historical Society is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and the Delaware Historical Society.

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee’s Signature	Date:
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