

Office Administrator

West Texas Symphony



Position Summary

The Office Administrator is a highly organized, detail-oriented professional who supports daily operations, administrative workflows, financial recordkeeping, donor and vendor communications, and internal coordination. This role is ideal for someone who excels at managing multiple priorities, maintaining accurate records, supporting leadership and staff, and ensuring the office runs smoothly and efficiently.

Key Responsibilities

Administrative & Office Operations

- Perform general administrative and clerical duties that support efficient day-to-day office operations.
- Prepare documents, spreadsheets, reports, correspondence, schedules, and presentations using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Maintain organized digital and paper filing systems for financial records, personnel documents, vendor information, contracts, reports, and general office documentation.
- Handle incoming and outgoing mail, packages, and deliveries, including sorting, distribution, and postage or shipping account maintenance.
- Answer and direct phone calls, emails, and office inquiries in a courteous and professional manner.
- Coordinate purchasing activities, including ordering office supplies, equipment, materials, and services; tracking inventory; obtaining quotes; and communicating with vendors.
- Monitor office supply levels, coordinate equipment maintenance, and ensure the office environment remains organized, stocked, and functional.
- Prepare printed materials and other documents for Board meetings.
- Assist the Marketing Director with marketing, print, and mail jobs as needed.
- Run the door for performances not ticketed by the venue.
- Assist with guest artist travel or lodging arrangements as needed.
- Perform additional administrative, purchasing, and operational support duties as assigned.

Financial & Bookkeeping Support

- Process payroll accurately and on schedule; maintain payroll records; assist with payroll-related questions or issues.
- Collaborate with Finance and provide bookkeeping support, including:
 - **Accounts payable** (processing and paying invoices)
 - **Accounts receivable** (recording payments and tracking outstanding balances)
 - **Donation recording and depositing**, ensuring timely and accurate entry into accounting and donor systems
 - Invoice processing, payment tracking, expense reporting, reconciliations, and financial record maintenance
- Perform accurate data entry into accounting, payroll, donor, and administrative systems while maintaining confidentiality and data integrity.
- Assist with compliance requirements, audits, tax documentation, licensing, insurance records, and organization policy administration as assigned.

Human Resources & Internal Coordination

- Supports Human Resources functions in collaboration with the Executive Director, including onboarding documentation, employee file management, benefits administration, and compliance recordkeeping.
- Assist with donor service, vendor relations, and internal communications to support smooth workflow across departments.
- Prepare routine reports, spreadsheets, summaries, and administrative updates for management review.
- Maintain confidentiality of sensitive company, employee, donor, vendor, payroll, and financial information.
- Identify process improvements, streamline administrative procedures, and support overall office productivity.

Qualifications

Required

- Degree in office administration, accounting, or related field; equivalent experience may be considered.
- Minimum of 3 years of professional experience.
- Experience processing payroll, tax forms, banking deposits.
- Experience in Human Resources, employee onboarding, etc.
- Must be proficient with QuickBooks, Microsoft office programs, etc.
- Experience managing an office, and day-to-day tasks such as inventory and ordering supplies.
- Excellent written and verbal communication skills.
- Strong organizational abilities.
- Ability to manage multiple deadlines and priorities simultaneously.
- Ability to manage a budget.
- Answering phones
- Travel around Midland / Odessa, when necessary.

Key Competencies

- Bookkeeping
- Budget Management
- Attention to Detail
- Collaborate with Leadership

Reports To

Executive Director

Status

Full-Time, Exempt

Mission Alignment

The Office Administrator plays a critical role in advancing the mission of the West Texas Symphony by ensuring the smooth day to day operations of the West Texas Symphony office, payroll, and financials.