



# NC BOARD OF FUNERAL SERVICE

## POSITION VACANCY ANNOUNCEMENT

### OFFICE MANAGER

The NC Board of Funeral Service seeks qualified candidates to serve as Office Manager, with a primary focus on human resources and organizational management. Ideal candidates will bring expertise in employee relations, benefits administration, personnel policy development, and strategic workforce planning.

Core responsibilities include managing the day-to-day operations of office staff to ensure a collaborative, efficient, and professional work environment. This involves supervising personnel, coordinating schedules, maintaining comprehensive HR files, and serving as the primary resource for employees regarding workplace policies and benefits.

The Office Manager also oversees key fiscal functions, including processing biweekly payrolls, reconciling payroll and bank records, managing 401(k) fund transfers, and ensuring timely payment of invoices. As the Board's Health Benefits Officer, the role includes analyzing healthcare costs, and preparing annual recommendations for benefit plans, while ensuring compliance with relevant statutes and maintaining accurate employee benefits records.

Additional duties include collecting and analyzing data for mandated governmental reports, supporting strategic planning initiatives, and contributing to the development of the Board's Annual Report. The Office Manager will also participate in the annual financial audit conducted by an external firm.

This position reports directly to the Executive Director.

**Minimum Education and Experience:** Candidates should hold a bachelor's degree in public or business administration, management or related field, with at least 3 years of progressive experience in program planning, policy development and supervisory roles. Equivalent relevant experience may be substituted for formal education. Applicants must also have 3-5 years of human resources experience.

**Salary Range:** \$73,500 - \$80,000

**Closing Date for Receipt of Resumés:** November 30, 2025

**Email Your Résumé To:** [aacord@ncbfs.org](mailto:aacord@ncbfs.org)

*The NC Board of Funeral Service is an Equal Opportunity Employer.*

*We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law.*

*All employment is decided on the basis of qualification, merit, and business need.*