



CHESPROCOTT HEALTH DISTRICT
1220 WATERBURY ROAD • CHESHIRE, CONNECTICUT 06410
PHONE (203) 439-0683 • FAX (203) 250-9412 • www.chesprocott.org
Kathryn Glendon MPH, Director of Health

Position: Office Manager
Chesprocott Health District
Full-time -Onsite

Position Summary

The Office Manager plays a key role in ensuring the efficient day-to-day operations of Chesprocott Health District. This position supports the department by managing financial processes, preparing reports and grant documentation, maintaining office systems, and serving as the first point of contact for the public. The Office Manager is responsible for maintaining accurate records, coordinating schedules, and providing essential administrative support to staff and the community. This is a full-time on-site position with standard office hours with occasional evening responsibilities. Reporting directly to the Director of Health, this leadership role is instrumental in ensuring efficient internal operations, fiscal responsibility, and high-quality public service delivery.

Primary Responsibilities

Financial & Accounting

- Process and allocate expenditures in accordance with District policies.
- Manage accounts payable, including bill payment and vendor coordination.
- Maintain accurate and up-to-date financial records.
- Prepare monthly, quarterly, and annual financial reports for the Director of Health and Board of Directors.
- Assist with budget tracking and grant applications, ensuring compliance with reporting requirements.

Administrative & Clerical

- Serve as the first point of contact at the front desk: greet visitors, answer phone calls, respond to inquiries, and make direct calls.
- Maintain organized office files, both paper and electronic.
- Prepare correspondence, reports, and other documents as requested.
- Support staff with administrative needs to ensure smooth operations and streamlining processes.
- Supervise and maintain filing systems (digital and physical), correspondence, and District-wide document management.

Lead front office functions, ensuring a professional, welcoming, and efficient public-facing environment.

Scheduling & Coordination

Coordinate employee appointments, meetings, and training sessions.

Manage the scheduling of health inspections and follow-up visits in collaboration with Environmental Health staff.

Monitor calendars to avoid scheduling conflicts and ensure timely delivery.

Other Duties

- Provide administrative support for community programs and public health initiatives.
- Assist the Director of Health with special projects and tasks as needed.
- Uphold confidentiality and compliance with applicable local, state, and federal regulations.

Qualifications

- Associate's degree in business administration, accounting, or related field (bachelor's preferred).
- Minimum of 3 years of experience in office management, accounting, or administrative roles.
- Proficiency with QuickBooks, Microsoft Office Suite, and general office technology.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a small team.
- Experience with municipal government or public health office operations preferred.

Benefits:

- Medical, Dental and Vision
- Short/Long Term Disability/Life Insurance
- Vacation/Sick/Personal/Holiday time

Resumes can be sent to Kglendon@chesprocott.org

Chesprocott Health District is an equal opportunity employer.

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.