



Rajasthan Association of Georgia

Thirty-First Literacy Committee Newsletter

Literacy Secretary: Rakhi Poonia (2020-21)

How to become a business office manager in Atlanta and in Georgia?

Pictures in this weekly literacy newsletter are assembled by Aaron Poonia.

I posted the newsletter on a Sunday so that all RAJA members can read it with their entire family.

Attitude of gratitude:

I'd first like to thank my nominators Sunil Mathur sir, Aashu Bhai Sahab, Brij sir, Dinesh Raj sir, Sudhir Agarwal sir, Sankalp Mathur DevDarshan sir, Pravin Soni sir, Praveen Gattani Sir, Ashok sir, Hari Mundhra sir, Dinesh Raj sir, and Anand Rathi sir for giving me the chance to help RAJA youth in capacity of its Literacy Secretary 2020-21.

Today's newsletter required extensive as well as intensive research and analysis on my part.

I researched that being a business office manager in Atlanta and in Georgia is a white collar and high paying job.

## Introduction

This newsletter answers questions like who is a business office manager? What are his duties? How to become a business office manager in Atlanta and in Georgia? What are degree requirements of a business office manager in Atlanta and in Georgia? How much do they get paid?

## Chapter 1

This newsletter answers questions like who is a business office manager?

I researched on study website (April 10, 2019) and found that:

- a. “Business office managers are a type of administrative manager who is in charge of coordinating the various support services and personnel needed to ensure that an office runs smoothly.”
- b. “They are employed by small businesses, large corporations, non-profit entities, and government agencies.”



Source: utube website.

## Chapter 2

What is a typical day for a business office manager?

I researched on smallbusiness chron website and found that:

a. “Business managers oversee the day-to-day operations in large and small organizations. In a

big company, managers typically oversee an individual department, such as marketing, sales or production.”

b. “In a smaller company, the business manager might oversee operations in all departments.”



Source: bing website.

## Chapter 3

How do I become a business office manager?

I researched on learn org website and found that becoming a business office manager is a five-step process:

- a. “Step 1: Earn a High School Diploma. A high school diploma or GED is the minimum education you need for entry-level employment in an office.”
- b. “Step 2: Earn a Certificate or Degree.”
- c. “Step 3: Participate in an Internship.”
- d. “Step 4: Obtain Employment.”
- e. “Step 5: Consider Certification.”





Source: bing website.



Source: New York Times website.

## Chapter 4

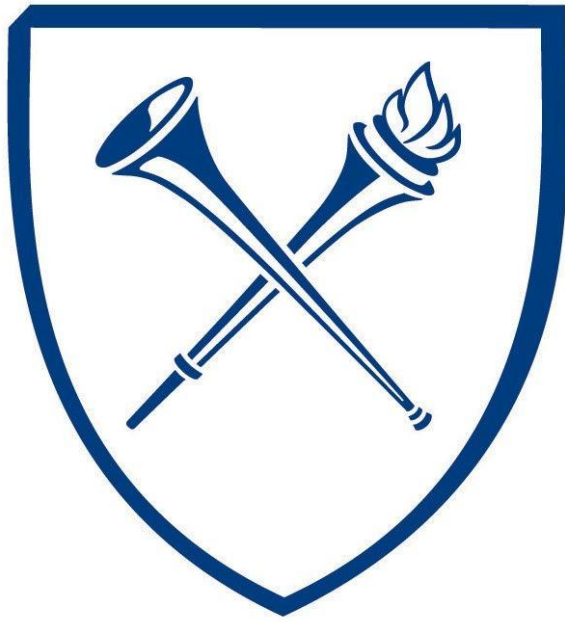
Which colleges to study in to become a business office manager in Atlanta and in Georgia?

I researched and found the names of the following universities students can study at to become business office manager in Atlanta, Georgia.



**UNIVERSITY OF  
GEORGIA**  
Online Learning

University of Georgia website.



EMORY

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GOIZUETA

B U S I N E S S

S C H O O L

Source: bing university.

## Chapter 5

Which states support a career of a business office manager the most? What is the average salary of a business office manager?

I researched on zippia website and found that:

- a. “Some places are better than others when it comes to starting a career as a Business Office Manager.”
- b. “The best states for people in this position are New York, New Jersey, Pennsylvania, and Massachusetts.”
- c. “Business Office Managers make the most in New York with an average salary of \$109,861.”



Source: bing website.

## Chapter 6

What is the average salary of a business office manager?

I researched on salary website and found that:

- a. “The average Business Office Manager salary in Atlanta, GA is \$80,101 as of August 27, 2020, but the range typically falls between \$64,442 and \$97,416.”
- b. “Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.”

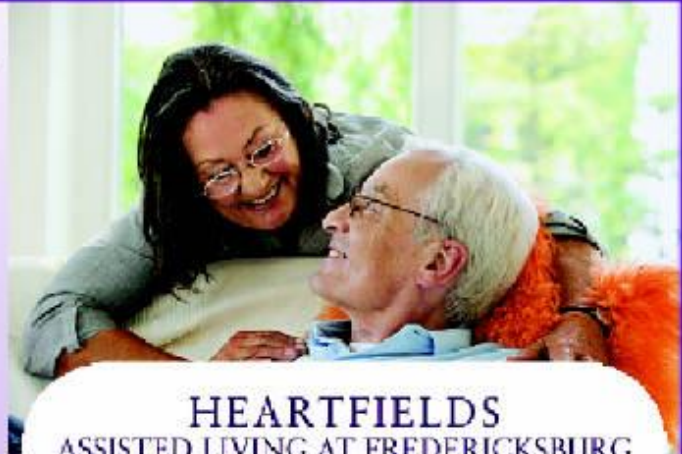


## Chapter 7

Pictures of business office managers in this chapter are assembled by Aaron Poonia. He and me want to give RAJA youth an idea about what an office of a business office manager looks like. Also, what kind of clothes they wear and what kind of work they do.

### **BUSINESS OFFICE MANAGER**

*Heartfields, an upscale assisted living facility, is seeking a dependable, customer service-oriented, independent, yet team player for the position of Business Office Manager. Responsibilities will include: A/P, A/R, Cash Receipts, Billing, HR/Benefits, Payroll, and Supervision of Housekeeping. Strong verbal and written communication skills as well as excellent organizational and interpersonal skills are a must. Ideal candidate must also have exceptional computer skills and be flexible.*



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ASSISTED LIVING AT FREDERICKSBURG

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If interested, please forward résumé  
along with salary history to:

**Heartfields, 20 Heartfields Lane  
Fredericksburg, VA 22405**

540/361-2895 (fax)

*No phone calls please • EOE/Drug-free Environment*

755-8830

Source: bing website.



Source: Shutterstock website.



Source: bing website.



Source: Eighth Generation website.

# Office Manager



**Responsible for the administrative duties of a company**

Source: Market Business News website.



Source: bing website.

## Conclusion

In conclusion, business office managers get paid very highly in Atlanta and in Georgia. Being a business office manager is a white-collar job. Business office managers perform multiple tasks at one time. Their job is strongly associated with operating businesses. Making the right decision at the right time is one of the important roles a business office manager performs.

## REFERENCES

Business Office Manager. 2020. *“Retrieved from bing website on September 13, 2020.”*

Office Manager or Executive Assistant Salaries. 2015. *“Retrieved from New York Times website on September 14, 2020.”*

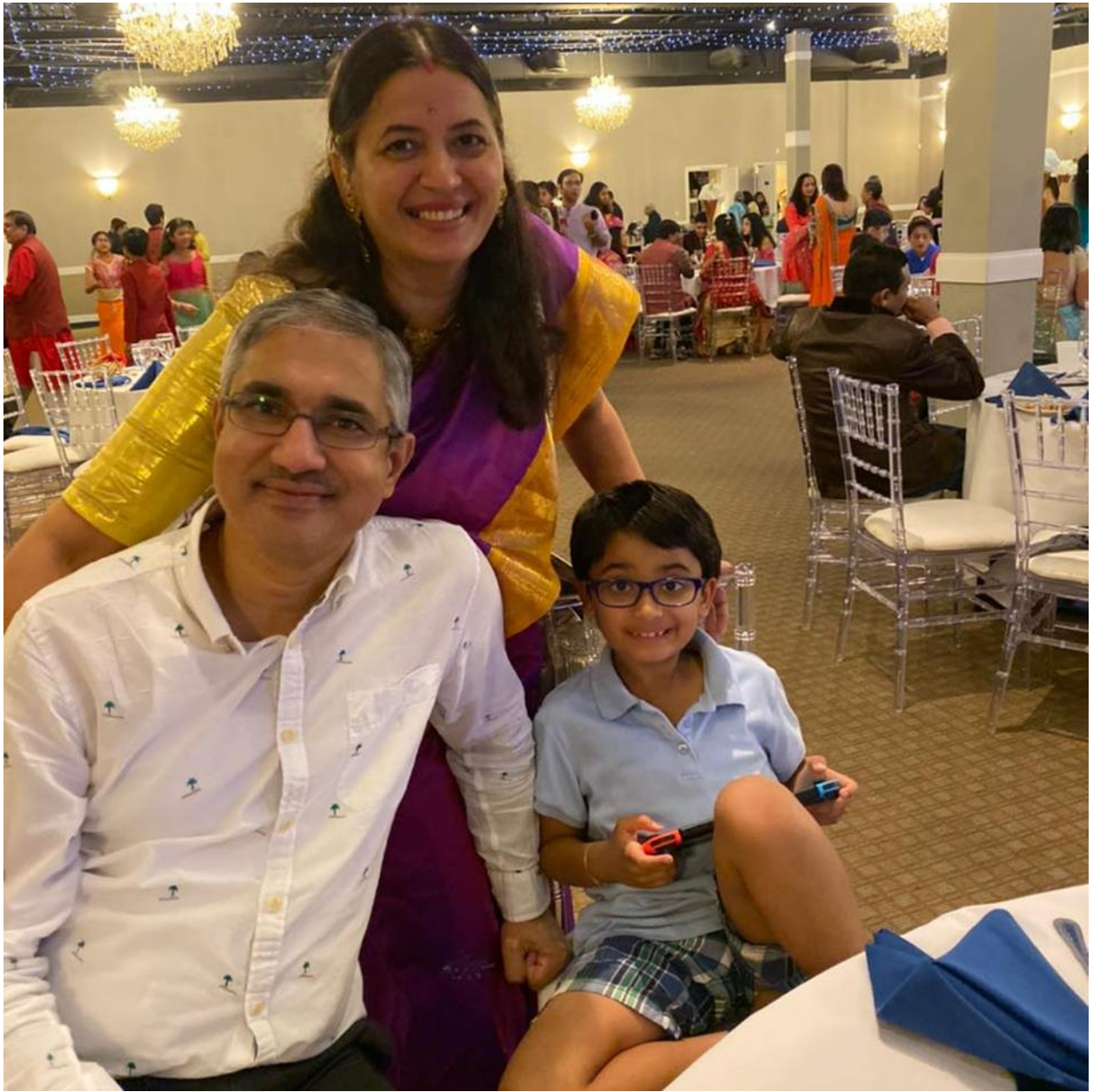
New York Times Office Manager/Executive Assistant Salaries. 2020. *“Retrieved on September 15, 2020, from Utube website.”*

Business Office Manager. 2020. *“Retrieved from Shutterstock website on September 15, 2020.”*

Terry College of Business. University of Georgia. 2020. *“Retrieved from terry uga edu website on September 15, 2020.”*



About the author: Rakhi Poonia (2020-21)



Rakhi Poonia is literacy secretary of Rajasthan Association of Georgia 2020-21. She is a recipient of 2009 David Gould Scholarship sponsored by American Society for Public Administration. She is also a recipient of Pi Alpha Alpha (2006) for Public Service sponsored by Northern New Jersey chapter, USA.

She holds a Master's in history from University of Delhi (India) and Master's in Public Administration from University of Rajasthan, India.

Rakhi has also taught courses in Political Science at Rutgers the State University of New Jersey 2004-2008.

She has published 97 ebooks and hard copy books on amazon website as literacy secretary of RAJA. Her books cover a variety of subjects like business, children's books, public service books, and education books. Rakhi Poonia books are available on amazon website.

She lives in Atlanta, Georgia with her husband Engineer Anil Poonia and eight-year-old son Aaron Poonia. Aaron is an extraordinary child and a recipient of Star Galaxy award 2020 at Settles Bridge Elementary School. He always makes his parents proud.

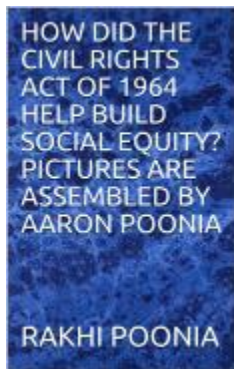
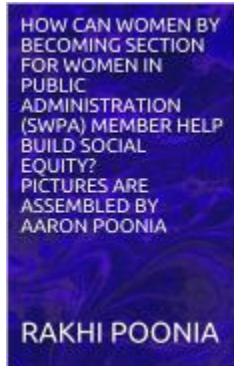
Rakhi Poonia writes business books as literacy secretary of RAJA to generate employment among youth. To build human resource capital. To help small and medium sized businesses move forward and generate profits. To help those who want to dream big and work towards their goal. Every dream is achievable.

Rakhi Poonia writes children's books because children are our future. Child is father of man. To make a child smile is the biggest wealth. Children are gift of god. The way a society treats its children speaks volumes about that society.

Rakhi Poonia writes public service books to instill value of public service amongst RAJA youth.

Rakhi Poonia writes education books to help RAJA youth attain their education goals.

To buy Rakhi Poonia books type Rakhi Poonia books in search section of amazon website. Choose from 97 published ebooks and hard copy books.



THE RELATIONSHIP  
BETWEEN  
POLITICAL  
INSTITUTIONS AND  
PUBLIC POLICY  
PICTURES ARE  
ASSEMBLED BY  
AARON POONIA

RAKHI POONIA

HOW IMPORTANT  
IS PUBLIC  
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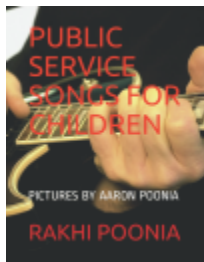
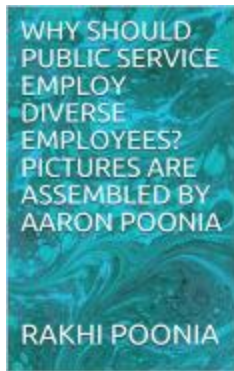
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PICTURES ARE  
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NEWSPAPER  
RESOURCES FOR  
STUDENTS AND  
SCHOLARS OF  
PUBLIC  
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## **PUBLIC SERVICE SONGS FOR CHILDREN**

By RAKHI POONIA

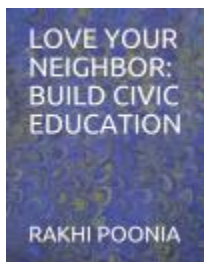
(New!)



## **WHAT IS PUBLIC POLICY?**

By RAKHI POONIA

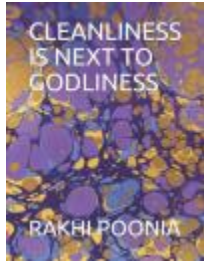
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## **LOVE YOUR NEIGHBOR: BUILD CIVIC EDUCATION**

By RAKHI POONIA

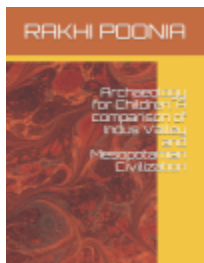
(New!)



## **CLEANLINESS IS NEXT TO GODLINESS**

By RAKHI POONIA

New!



## **Archaeology for Children: A comparison of Indus Valley and Indus Valley Civilization**

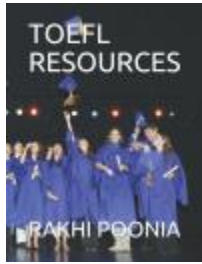
By RAKHI POONIA

New!

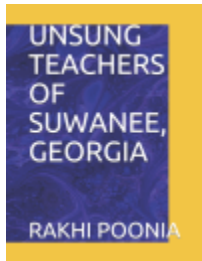
Education book 1



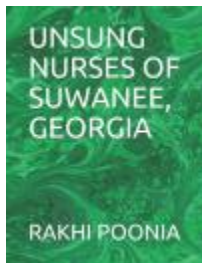
## Education book 2



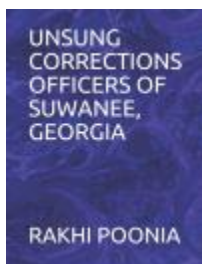
## Public service book 1



## Public service book 2

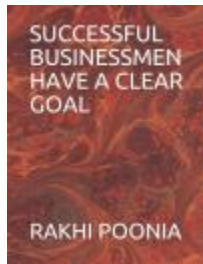


## Public service book 3



More than 10 business books published on amazon website by Rakhi Poonia as RAJA literacy secretary.





Rakhi Poonia is a recipient of percentile 96 in GRE test verbal section USA after having studied 3,800 words in English, 13 GRE books, and every test on ETS website.

Hence, she has written her book **GRE RESOURCES** on amazon website to help RAJA youth get admission in a dream university of their choice.



I took this picture from flipkart website.



This certifies that  
**Rakhi Poonia**  
was duly initiated into

# Πi Alpha Alpha

the National Honor Society for  
Public Affairs and Administration

on the Nineteenth day of May 2006

By the Rutgers University, Newark Chapter



*Jacqueline F. Lewis*  
National Director

*Mark W. Hill*  
Chapter President

*Suzanne J. Potkowski*