



POSITION DESCRIPTION

TITLE: Office Manager **PART-TIME:** Up to 29 hours weekly, Non- exempt

SUPERVISOR: Chief Executive Officer

PRIMARY FUNCTION:

The Office Manager is responsible for managing financial functions including accounting, payroll, financial operations, employee benefits and insurance coverage. Coordinates administrative and operational systems to support Club achievement of program and fundraising goals. Serves as a liaison with vendors and suppliers to maintain equipment and supplies. Responsible for compiling regular reports and financial statements for accurate and timely financial reports. The Office Manager is also responsible for providing regular clerical and administrative support to the CEO. Ideal candidate is self-motivated, analytical, and resourceful, and possesses an expert knowledge of GAAP, account practices, processes and procedures.

KEY ROLES (Essential Job Responsibilities):

Financial & Accounting Management

- Prepare Bi-Weekly Payroll; track employee PTO
- Maintain financial records and pay bills according to standards and controls to include:
 - Manages all receipt of funds and request for payments including timely deposits or payment of invoices
 - Monitor day-to-day accounting processes (reconciliation, transfer of funds, process accounts payable, processes, deposits)
 - Compile regular financial reports for monthly review by Treasurer, CEO and for BOD meetings.
 - Prepare end of month/YTD financial reports for grants; compile and submit grant financial reports
- Coordinates with CEO annual audit with external auditors
- Oversees with CEO support employee benefits, timelines & processes
- Oversees accounting procedures and policies with support of CEO

Administrative Management

- Manage and update BGCD A Administrative Timeline
- Perform regular administrative duties, preparing correspondence and reports as requested by CEO
- Proofread materials for accuracy prior to CEO review and signature.
- Maintain electronic and hard copy filing system, ensuring its accuracy.
- Monitor office supply inventory, order supplies and maintain vendor files (W9).
- Assist with office procedures and equipment use.
- Ensure that personnel files are kept up to date with appropriate records, including annual background checks.

Other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma required; Bachelor's degree from an accredited institution of higher education preferred
- A minimum of three years' experience with QuickBooks; keen understanding of GAAP
- Strong analytical skills, utilizing advanced Excel techniques; Microsoft Office proficiency required
- Strong customer relations skills;
- Strong written and verbal communication skills; attention to detail
- Ability to maintain strict confidentiality
- Understanding of nonprofit standards and procedures preferred

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.