

Position Description
Office Manager
Revised 01/18/02

To assist the Director of Operations in managing the activities of the executive office; organize operational details of the financial and corporate records and funds; direct certain service contractors; and maintain all membership and conference records on the computer system.

Job Accountabilities:

1. Organize and maintain the financial and corporate records for association
2. Coordinate the gathering of signatures for and prepare all corporate resolutions, legal documents, tax forms, census information and related material required for the organization
3. Manage files pertaining to legal records, tax records, leases and confidential corporate files
4. Manage all bookkeeping functions. This would include:
 - Preparing and processing of all checks
 - Preparing and processing payroll
 - Depositing all funds, revenues and fees for the organization
 - Preparing and processing bills and invoices for payment and insuring that all accounts payable are cleared within a reasonable time.
 - Managing the accounts receivable files and insuring that all accounts are cleared within a reasonable time
5. Maintain the inventories of office supplies and related expendables
6. Manage the arrangements for deliveries of materials to and/or from office; keep abreast of current messenger, UPS, express, and US Postal Service rates, services and regulations
7. Communicate with the building management for any problems arising from cleanliness, comfort, safety, or security of leased office space
8. Responsible for maintenance of all office hardware and equipment.
9. Assist the Director of Operations in the maintenance of the employee insurance benefit programs (this would include health, life, disability, and retirement programs)
10. Assist the Director of Operations in the preparation and mailing of annual dues invoices and follow-up mailings; ensure that office records show when dues have been processed; update all pertinent member information in the computer system
11. Oversee processing of new member applications
12. Provide membership statistics, profiles, and special membership reports as required
13. Annual Conference responsibilities:
 - Oversee the processing of all registrations
 - Update and maintain all registration records and counts
 - Supervise the onsite activities of the registration committee
 - Oversee the preparation of registration packets, badges, and other delegate materials
14. May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required

Qualifications:

Must be able to demonstrate good communication skills. Must be familiar with accounting, bookkeeping, operating statements, and balance sheets. Must be able to maintain corporate confidentiality. Knowledge of computers and management information systems is desirable.

Must be alert and resourceful. Must be an effective organizer and pay close attention to detail. Must have the ability to work with—and adapt to—all kinds of people. Must exhibit patience and perseverance.

Relationships:

The Office Manager is responsible to the Director of Operations for all of the duties and responsibilities listed above and for other duties that the Director of Operations may assign during the duration of the employment. Because of his/her involvement in matters related to their responsibilities, the Office Manager will also be required to communicate frequently with the other directors as well as the Board of Directors.