Job Description

Effective Date: February 1, 2012

Position Title: Office Manager

Reports to: Executive Director

Exempt Status: Non-exempt unless a salaried employee.

Hours of work:
Regular office hours as determined by the BOD including some nights, weekends, and holidays.
Base Schedule: Wednesday and Friday 9:00am to 2:00pm as well as various events and meetings as assigned.

Basic Position Description:
The Office Manager is primarily administrative in nature but this position will also include significant elements of work in information and member services areas. Incumbent has primary responsibility for daily office operations.

Qualifications:
Ideally have an administrative mindset and special focus on details. Must be a professional in knowledge, conversation, appearance, and demeanor; possess excellent written and verbal communication skills and interpersonal relationship skills. Candidate will have strong computer skills including proficient in Windows, Microsoft Word, Excel and QuickBooks with sufficient report writing skills to fulfill responsibilities.
The Office Manager, whether on duty or off duty shall be professional and supportive of the organization they represent. On occasion the Office Manager may be required to speak at events on behalf of the Chamber or its committees.
The Office Manager shall maintain the highest degree of confidentiality.

Compensation:
As negotiated by the BOD within the Chamber budget
$7.25 – 9.00 per hour. 10 hours per week.
Responsibilities:

- Oversee overall operation of chamber office
- Greet customers and members visiting the office.
- Answer the telephone
- Check P.O. Box daily. Review all mail, answer or route appropriately.
- Assist with reports, databases and general correspondence as needed
- Coordinate staff work & lunch schedules to assure appropriate coverage of office.
- Become familiar with maps and other information on our area, chamber members and the businesses they represent & all chamber programs and benefits.
- Assist with individuals needing information and statistics on the McLoud area
- Answer general inquiries as a result of mail or phone requests.
- Order all office supplies and ensure that quantity is maintained for large need.
- Handle delivery of all goods to the chamber. Verify invoice & merchandise are correct.
- Handle office machine maintenance and upkeep
- Assist in keeping office in an orderly and professional fashion.
- Monitor the overall appearance of the chamber facilities
- Checks mail for invitations, announcements and verifies with the President/CEO for availability to attend meetings and events.
- Assist President with responding to outside appointments and events.
- Handles routine filing, record storage, archiving, etc.
- Responsible for backing up computer file to off-site location monthly.
- Prepare or cause to be prepared and distribute all meeting notices, invitations, voting procedures and ballots.
- Keep minute books current (Board of Directors, Business Meeting & Committee Meetings)
- See that agendas and accompanying materials and logistic arrangements are made for Board of Director meetings and all business meetings.
- Make sure policies and procedures manual is kept current.
- Ensures policies and procedures are followed by office staff.
- Maintain chamber website. Ensure information is current and changes/updates are made in a timely manner.
- Maintain master calendar for community events.
- Writes appropriate office procedures for all relative areas of responsibilities.
Financial Duties:
- Maintains sound bookkeeping procedures.
- Maintains a daily ledger of incoming receipts.
- Enters all financial transactions in Financial Software Database (QuickBooks).
- Supervise the petty cash account; verifying it with the treasurer according to policy.
- Advises the finance committee.
- Collects employee time sheets and enters in payroll. Submit payroll request to the Treasurer.
- Prepares and files quarterly payroll taxes.
- Prepare the ‘Treasurers Report’ for monthly business meetings and submit it to the Board of Directors prior to the business meeting.
- Assist in the preparation of the annual budget.
- Writes appropriate office procedures for Office Procedures Manual.

Event Duties:
- Assist committee chairman to obtain dates, location, time, etc. of events.
- Attend chamber events, to ensure everything goes smoothly. Bring camera, supplies, etc.
- Create event flyers and registration forms.

Other Responsibilities:
- At the designation of the President, serves on key program committees and provides staff support as needed.
- Other duties as specified by the President/ Chamber Director.