



## POSITION DESCRIPTION

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**TITLE:** Office Manager

**REPORTS TO:** Executive Director

**FLSA:**  Exempt  Non-Exempt

**WAGE RANGE:**

**EMPLOYMENT TYPE:**  Full-time  Part-time  
 Regular  Temporary

**Job Summary:**

The Boys & Girls Clubs of Harrisonburg and Rockingham County (BGCHR) Finance & Office Manager is responsible for daily accounting functions, coordination of the annual audit, and coordination and administration of daily office and human resources functions. The individual in this role is expected to provide advice on and analysis of financial reports in order to steward the agencies monies to best serve the mission.

This position administers the health and retirement accounts, maintains personnel records, serves as a liaison with vendors and suppliers, trains staff in office procedures and equipment use, along with maintaining financial records, preparing deposits, paying bills and balancing books.

**KEY ROLES (Essential Job Responsibilities):** Other duties may be assigned.

**I. Finance**

1. Creates accounts payable, accounts receivable, payroll and general ledger staff and functions.
2. Coordinates monthly GL closings, including preparation of monthly summary financial and management reports following generally accepted account principles.
3. Coordinates annual audit.
4. Leads finance projects as assigned by the Executive Director or Board Treasurer.
5. Responsible for the monthly overhead/burden calculation and review.
6. Leads the budget coordination and budget review.
7. Assists with financial analysis of the organization units under the direction of the Executive Director.
8. Recommends modifications to existing programs.
9. Responsible for federal and state filings and responses to notices received by the Club.
10. Administers the corporate credit card.

11. Responsible for writing, updating and maintenance of the financial statements and reports out to the Board of Directors.
12. Serves as an integral part of systems upgrades and implementations within the Club.
13. Responsible for wire transfers and transfer of funds.
14. Responsible for developing, implementing and maintaining accounting procedures and policies, as necessary.
15. Prepares and/or supervises completion of reports such as annual reports required by regulatory agencies as necessary.

## **II. Human Resources**

1. Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
2. Prepares and follow budgets for personnel operations.
3. Conducts exit interviews to identify reasons for employee termination.
4. Administers health and retirement administration, benefits, and performance management systems.
5. Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
6. Investigates and reports on accidents for insurance carriers.
7. Analyzes compensation and benefits policies to provide advice in establishing competitive programs and ensure compliance with legal requirements.

## **III. Office Management**

1. Ensures appropriate maintenance and operations of the physical properties and equipment of the Club, including Club vehicles and computers.
2. Ensures adherence to appropriate standards and procedures.
3. Purchases supplies and equipment, in compliance with relevant standards and procedures.
4. Coordination of inventory.

### **Demonstrated Skills needed in:**

- **Business Acumen:** Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals. Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources. Effectively manages budgets and controls expenses.
- **Financial principles and practices of non-profit organizations.**
- **Customer and Personal Service:** demonstration of professionalism and respect.

- Computer software: Accounting software (Quickbooks); Payroll systems (ADP); Spreadsheet and Document software (Microsoft Office Suite); Database software; Internet software (Google).
- Communication: Ability to demonstrate excellent oral and written communication using various tools such as text, formal letter, and verbally. Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from staff, volunteers, groups, vendors, and the general public.
- Personnel: Ability to develop and maintain professional relations. Good judgement and decision making are essential for the job. Exhibits confidence in self and others; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Behavior: The Office Manager must have mastered time management, grace under pressure, a sense of humor, and self-control. Honesty and integrity are essential.
- Clerical: The position is highly dependent on attention to details and to records management. The Office Manager must have experience creating and managing files and records and an understanding of office processes.

**Requirements:**

- Minimum of associate degree in accounting, finance or business administration. A combination of successful education and two to four years progressively responsible work experience also considered.
- Proficiency on QuickBooks.
- Competency using Microsoft Office software, (specifically Word, Excel, and PowerPoint, possessing advanced skills using Excel).
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Dependable transportation and valid drivers license.
- Ability to occasionally travel to out of town meetings, conferences, and professional development training which may require overnight stay(s).
- Work an average of 40 hours per week.
- Physical requirements include sight, hearing, bending, kneeling; using hands to finger, handle, or feel; reaching, pushing, pulling.
- Ability to lift 25 lbs.

**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.*