



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Office Manager**

Job Code: (unique to Y)

FLSA Status: Full Time

Job Grade: (unique to Y)

Reports to: CEO (Executive Director)

Revision Date: 8/2/17

POSITION SUMMARY

Assists the CEO, CFO, the Board Chair and assigned executive staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

ESSENTIAL FUNCTIONS

1. Manages the CEO's schedule as well as schedules for assigned executive staff. Makes travel arrangements as necessary and prepares expense reports.
2. Assists CEO in daily functions.
3. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities.
4. Fields incoming calls to the CEO's office.
5. Maintains highly confidential executive and Board files and correspondence.
6. Produces and maintains minutes for meetings of the Board of Directors.
7. Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
8. Maintains computer databases for various reports, committees and mailings.
9. Coordinates annual schedules for Board of Directors and management meetings.
10. Maintains organizational chart(s).
11. Coordinates and orders staff office supplies for business/administrative offices.
12. Coordinates office equipment repairs and orders replacement items.
13. Gathers data, compiles and prepares all national statistical and assigned strategic plan reports.
14. May supervise assigned staff.
15. Collect and enter into database, and report on comment cards.
16. Assist with planning and completion of facility events.
17. Maintain postage in meter and postal updates.
18. Prepare and deliver daily correspondences of mail.
19. Record and maintain all incoming checks and track when deposited.
20. Coordinate monthly Director On Call schedule.
21. Maintain facility calendar.
22. Staff United Way Campaign Chair person.
23. Coordinate all executive staff departures.
24. Assist in staff engagement and communication.
25. Assist in training new executive staff.
26. Assist in yearly audit preparation.
27. Responsible for all data archival.
28. Other tasks as assigned.

Rocky Mount Family YMCA, Inc. d/b/a **Harrison Family YMCA**

1000 Independence Drive, Rocky Mount, NC 27804 (physical address)

PO Box 4063, Rocky Mount, NC 27803 (mailing address)

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ACCOUNTS PAYABLE

29. Responsible for completing accounts payable function.
30. Assigns Purchase Order numbers and maintains the database month and each FY.
31. Perform all parts of the accounts payable cycle including opening and sorting invoices received, assist coding, input and posting.
32. Manage aging, process electronic payments (ACH/Wire), checks, obtain appropriate signatures, mail and file.
33. Research and resolve account issues with vendors.
34. Expense report review and reconciliation.
35. Process and post direct debit transactions.
36. Reconcile petty cash
37. Assist in 1099 preparation and processing.

YMCA COMOPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in social services, business or equivalent preferred.
2. Three or more years of related experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
3. Proficient in all standard business software.
4. Knowledgeable about office processes and procedures.
5. Ability to work with integrity, discretion and a professional approach.
6. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
7. Ability to speak any language in addition to English may be helpful.