



Office Administrator Job Description

Employment Classification & Job Status: Non-exempt & At Will

Reports To: Chamber President

Duties & Responsibilities:

- Performs all daily financial management activities related to bookkeeping and financial reporting including accounts receivable and payable, making deposits, posting journal entries, reporting semi-monthly payroll to payroll company, preparing invoices/statements and checks, closing and balancing books, preparing monthly and annual financial statements, reconciling bank statements, etc.
- Follows established financial policies, procedures, and controls
- Assists President and Vice President in annual budget process
- Oversees daily general activities concerning facilities, supplies, equipment, maintenance, and support
- Manages all aspects of incoming/outgoing mail, including distribution to staff.
- Maintains compliance for credit card usage
- Tracks supplies inventory and makes purchases as needed
- Maintains current membership information in ChamberMaster, Quickbooks and Constant Contact
- Assists with new member communication, member renewal communication, and membership outreach process
- Keeps record of new, delinquent, and dropped accounts.
- Attends Chamber functions as required and assists as needed
- Assists in keeping the organization's materials updated and ensures an ample supply of copies available for distribution
- Performs reception duties including welcoming visitors and managing incoming calls
- Responsible for assisting Chamber staff and/or any project(s) assigned by the President
- Supports the preparation process for signature events and programs.
- Quarterly participation in ACCRA Cost of Living Survey

Skills Required:

- Education – minimum of Associate's degree (financial management related subject area preferred)
- Work Experience – minimum of three year's related experience
- Must be highly organized and detail oriented
- Proficient in Microsoft Office Suite and Quickbooks; ability to learn membership database software
- Ability to operate general office equipment including computer, copier, calculator
- Ability to multi-task and shift priorities in a fast-paced, dynamic work environment
- Comfortable working with deadlines
- Self-motivated and directed but able to ask for and accept direction from others
- Strong inter-personal skills and telephone skills
- Possess valid driver's license and able to lift at least 35 pounds
- Bi-Lingual a plus

Evaluation: Annual performance review by Chamber President. Evaluated against ability to maintain records of organizations' financial positions and ability to provide required/requested reports; and, on ability to maintain efficient and sufficient office operations to support organizations' staff and activities.