



JOB DESCRIPTION

MANAGER OF ADMINISTRATIVE AFFAIRS

General Description:

The Chamber Manager of Administrative Affairs works under the direct supervision of the President. As the initial point of contact for visitors, guests, and callers, the Manager of Administrative Affairs plays a key role in creating Jackson County's "first impression".

Supervision:

The Manager of Administrative Affairs reports directly to the President.

Clerical

1. Assist Chamber staff in preparing mass mailings as directed.
2. Making sure the office is stocked.
3. Shopping for items needed for the office.
4. Going to the post office (3) times a week and distributing where necessary
5. Checking mail in outside mailbox and distributing where necessary.

Accounting/Bookkeeping

1. Maintain all financial accounts in financial software (Quickbooks) and all accounts in ChamberMaster.
2. Keep adequate records of accounts receivable and payable.
3. Post and make deposits to all accounts.
4. Classify and prepare checks for all properly-documented expenses according to the Chamber's chart of accounts.
5. Prepares the documents necessary for monthly Board of Director Financial Reports.
6. Make sure the Treasurer receives financial reports in advance of the Board of Directors meeting.
7. Make adequate copies of Financial Reports for the monthly Board of Directors meeting.
8. File and pay all applicable tax forms and taxes.
9. Perform bank reconciliations on all accounts.

Membership

1. Post individual membership records upon receipt of membership dues.
2. Maintain membership invoicing schedule or such other invoicing schedule as may be determined by the President.
3. Invoice and follow-up with membership invoices and/or other billings.
4. Dropping members when they are not renewing or payment has not been received >90 days.
5. Generate membership mailing lists and labels as required.
6. Assist in membership sales and campaign drive.
7. Maintain member financial records in membership database.



8. Maintaining all event financials in membership database including trades.
9. Posting ads in TGIF and updating all information.

Personnel

1. Coordinate payroll.
2. Prepare payroll information for payroll service twice monthly.
3. Distribute paychecks if necessary.
4. Prepare first of month expense checks.
5. Maintain all annual leave and sick leave reports and other administrative records on all Chamber staff as needed to support the President.

Events

1. Helping with registration as may be needed.
2. Taking payments via square when necessary.
3. Helping out where assigned or where is necessary.

Purchasing/Procurement

1. Purchase all equipment, office supplies, postage and printed materials as directed by the President.
2. Make sure adequate supplies are on hand for general operating purposes (paper, pens, cleaning supplies, etc.).

Administrative

1. Assist at special events as assigned by the President.
2. Accept and record reservations as requested by staff.
3. Coordinate all repairs and maintenance.
4. Keep a record of all Chamber contracts and leases.
5. Handling of mail.

Newcomer Program

1. Coordinate and oversee Newcomer Program.
2. Solicit promotional materials/coupons for newcomer packets.

Other

1. Perform other duties as assigned by the President of the Chamber.



The Manager of Administrative Affairs must take initiative in completion of the above responsibilities in a timely manner.

I have read and discussed the foregoing job description with my supervisor. This job description is not a contract and may be changed or eliminated at any time.

Employee Signature

Date

President Signature

Date

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