



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

SUPERVISOR

Chief Finance Officer

STATUS

Full-time (32 -40
hours/week), hourly
with benefits
Non-exempt

STARTING SALARY RANGE

\$18.16-\$23.58/hr
DOQ/DOE

BENEFITS

Medical Insurance
Dental/Vision
Long Term Disability
\$10,000 Term Life
Insurance Policy
401K (pending
eligibility requirements)
Staff Childcare
Discounts
Paid Holidays

OFFICE MANAGER

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

POSITION SUMMARY

The Office Manager is responsible for the administrative responsibilities for the organization. Primary duties include supply ordering, supply inventory, mail processing, receptionist duties, and office organization. This position will interface with multiple staff and managers and will often serve as a communication hub for the organization.

JOB FUNCTIONS

- Responsible for supply inventory and ordering.
- Responsible for mail processing including mailing of bills and invoices as well as thank you letters.
- Answering phones in a timely, polite, and respectful manner at all times.
- Assisting the Bookkeeper with merchandise processing.
- Assist with aspects of the financial process including deposits, check requisition processing, and document preparation.
- Filing of accounting, payroll, personnel, donor, and other potentially confidential documents.
- Perform data entry tasks for both financial and development information.
- Responsible for overall office cleanliness and organization.
- Assist in other areas as needed.

QUALIFICATIONS

- High school diploma required.

- A minimum of one year working in an administrative position.
- Ability to manage multiple projects and meet deadlines while maintaining a calm, positive attitude.
- Detail oriented, organized and able to prioritize tasks and complete them in a timely manner.
- Strong computer skills required.
- Strong communicational skills, both verbal and written. Bilingual strongly preferred.
- Strong organizational skills leading to efficiency and functionality.
- Working knowledge of Microsoft Office Suite required and QuickBooks highly preferred.
- Clean driving record in order to drive club vehicles for maintenance appointments and supply pick-ups.
- Must be able to lift and move objects as heavy as 40 lbs.

APPLICATION PROCESS

Please submit a cover letter and resume to Julie.adelmund@greatclubs. Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

GREAT FUTURES START HERE.