



**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  
Insurance  
Long Term Disability  
\$10,000 Term Life  
Insurance Policy  
401K (pending  
eligibility requirements)  
Staff Childcare  
Discounts  
Paid Time Off  
Paid Holidays

# OFFICE MANAGER

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## **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**

This position 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. This position may also assist the executive team in keeping their schedules organized and with other tasks depending on experience.

## **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 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.
- Performing data entry tasks for both financial, program, 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 and biliterate in Spanish.
- Strong organizational skills leading to efficiency and functionality.
- Working knowledge of Microsoft Office Suite.
- 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](mailto:Julie.adelmund@greatclubs). Position will close as filled.

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

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# **GREAT FUTURES START **HERE.****