



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

SUPERVISOR

Chief Finance Officer

STATUS

Full-time (35 -40
hours/week), hourly
with benefits
Non-exempt

STARTING SALARY RANGE

\$18.50-\$23.58/hr
DOQ/DOE

\$.50/hr additional pay
for bilingual staff
(assessment required)

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

ORGANIZATION DESCRIPTION

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. We provide a broad range of programs and activities focused on four priority outcomes: Academic Success, Health & Well-Being, Character & Leadership, and Life & Workforce Readiness. Founded in 1995, Boys & Girls Clubs of Benton and Franklin Counties now serves more than 4,000 youth each year at 30 Club locations throughout Benton and Franklin Counties.

POSITION SUMMARY

This position is responsible for the administrative responsibilities for the organization. Primary duties include supply ordering & inventory, mail processing, receptionist duties, office organization & cleanliness, and assistance with administrative tasks across all departments. This position will interface with multiple staff and managers and will often serve as a communication hub for the organization.

JOB FUNCTIONS

- Answering phones and greeting all donors, guests, and vendors in a timely, polite, and respectful manner.
- Responsible for office supply inventory and ordering.
- Responsible for mail processing including mailing of bills and invoices as well as thank you letters.
- 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 - discretion and confidentiality required.
- Performing data entry tasks for financial, program, and development information.
- Responsible for overall office cleanliness and organization including weekly cleaning of office common areas (breakroom, floors, conference rooms, etc.).
- Assist in other areas as needed.

QUALIFICATIONS

- High school diploma or GED.
- Bilingual and biliterate in Spanish.

- 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 with working knowledge of Microsoft Office 365/Teams preferred.
- Strong communicational skills, both verbal and written.
- Strong organizational skills leading to efficiency and functionality.
- 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 pounds and sit for long periods of time.

APPLICATION PROCESS

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

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

GREAT FUTURES START **HERE.**