

Job Posting

Type: Full-time, salaried

Position: Office Manager

Company: Economic Development Corporation of Wayne County, Indiana

Visit: www.whywaynecounty.com to learn more about the organization

Summary:

Working at the Economic Development Corporation of Wayne County is more than just a job, it is a dedication to the community. The work of our organization helps to drive change in Wayne County through business, community, and workforce development efforts. Come and be part of a dynamic team that is positively advancing our community!

The office manager is a key team member that supports the rest of the staff and ensures that the office runs smoothly and efficiently.

Accounting Functions

A key function of the Office Manager is overseeing the annual budget and accounting needs. The position will work closely with an independent accounting firm to ensure that necessary transactions occur including accounts receivable and payable, payroll processing, bank account reconciliations, transfers, and the preparation of monthly financial reports. This position must be able to read and summarize financial reports for finance committee meetings and prepare the treasurer's report for board meetings. This position will also oversee the yearly financial audit with an independent auditor to satisfy requirements of the Indiana State Board of Accounts.

Data Collection and Information Management

Research and collect data for reports due to the State of Indiana, insurance companies and other service providers.

Responsible for Cost-of-Living Index data collection and input three times per year. This requires physically visiting several stores to price check items as well as personal outreach to service providers and desktop research.

Administrative Functions

Responsible for human resource functions of office including recording attendance, managing benefits, and helping new employees and board members onboard.

Responsible for updating internal and external reports relating to financial transactions and project management spreadsheets.

Coordinate staff schedules and help organize meetings.

Receive and route all incoming mail and phone calls for the staff.

Maintain common areas of the office and office equipment while also coordinating with outside service providers.

Maintain and update all the records of the corporation.

Oversee coordination, agendas, meeting packets, and taking and transcribing minutes for all committee and board meetings.

Responsible for updating contact databases, procurement of office supplies, and planning meetings and events.

Experience:

- Associate's degree or equivalent work experience in administration, business, or accounting preferred.
- Five years of professional work experience required.
- Working knowledge of standard accounting rules, practices, and procedures.
- Working knowledge of and ability to operate corporate computer terminal and Microsoft Office applications including Outlook, Word, Excel, and Teams.
- General knowledge of QuickBooks or similar accounting software is a plus.
- Ability to maintain confidentiality of corporate information and to maintain accurate records and files as well as prepare factual reports.
- Must be able to effectively communicate written and orally with co-workers, board members, clients, community leaders, elected officials, agencies, and members of the public.
- Ability to multi-task by working on several projects simultaneously and often in a fast-paced environment.

Salary/Benefits:

- Starting salary \$42,000 - \$46,000 annually depending upon experience.
- Major medical, dental, vision, and short- and long-term disability coverage provided.
- 403b retirement plan provided with 5% contributed by the organization and no match required.
- Fourteen paid holidays.
- Paid time off based on years of service.
- Mileage reimbursement for work travel.
- Cell phone reimbursement provided.

To apply, please send resume and cover letter:

Valerie Shaffer
President
valerie@whywaynecounty.com