



January 15, 2019

POSITION: Office Manager
REPORTS TO: Green County Fair Board Secretary & Treasurer

JOB PURPOSE

The Office Manager performs a variety of clerical support duties to assist in the administration of routine functions and various fund raising programs and events for the Green County Agricultural Society and Mechanics Institute.

EXPECTATIONS

- Prepare accurate and usable documents and reports in a timely manner
- Collaborate with the elected fair board members to improve current fundraisers and events
- Maintain confidentiality of Association information
- Treat people fairly
- Maintain a helpful and favorable image of the Association

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain regular, weekly office hours with additional hours during fundraiser or scheduled events on the fair grounds.
- Communicate phone calls, mail and/or documents to the appropriate board member in a timely manner.
- Process incoming and outgoing mail.
- Schedule individual, group and organization events on the grounds and building usage.
- Complete storage and facility usage contracts. Collect and record deposits.
- Assist the Secretary in preparation of the Green County Fair 4-H, FFA and Open Class exhibitors, including fair event contracts.
- Collaborate with the Secretary and Fair Board to set and run the county fair schedule of events.
- Process all monthly accounting functions in QuickBooks which includes customer invoices and vendor bills. Maintain cash receipts records for all incoming cash and payments. Reconcile monthly bank statements for all accounts.
- Assist the Treasurer with monthly accounting functions.
- Assist the Secretary and Treasurer with the clerical duties of the Treasurer.
- Attend fair board meetings when requested.
- Organize office supplies and provide supply needs for purchase approval.
- Maintain a clean, orderly and safe office environment.
- Ability to work independently and to organize and prioritize tasks to meet required deadlines.
- Collaborate with the grounds crew/maintenance/personnel

EDUCATION and/or EXPERIENCE – Education or experience in administrative office management is required. Education or experience in payroll functions and appropriate tax calculations required. Knowledge of and experience with email, internet, social media, website set up and changes, Microsoft Word and Excel and QuickBooks Pro are required.

SKILLS/ABILITIES – Ability to read and comprehend instructions, correspondence and memos. Ability to write and edit business correspondence based on verbal or written outlines. Ability to effectively present information and respond to questions. Exceptional telephone skills and ability to maintain confidentiality are required. Ability to complete mathematical tasks. Ability to apply common sense understanding to carry out written and verbal instructions. Ability to operate a variety of office equipment including computer, calculator, computer and telephone/voice mail systems, fax machine and copier. Ability to accept constructive criticism and work well under pressure.

PHYSICAL DEMANDS –The employee must occasionally lift and/or move up to 25 pounds. Vision abilities required by this job include close vision.