

Association Office Manager

Reports to: Executive Vice President

Scope of Work:

This position includes general office support, bookkeeping, data updates, event assistance and HR. This position also includes managing various accounting functions and directs the accounting and reporting system activities such as accounts receivable and payable processing, accurate financial transaction posting, and financial report and statement preparation. Performs all work within established guidelines of the AGC of SD, AGC of SD Education Foundation, AGC of SD CONPAC and South Dakota Land Improvement Contractors Association.

General Duties Performed:

- Process accounts payable and receivable including implementation of effective monitoring, verification and coding procedures to ensure accuracy.
- Record accounts receivable and make bank deposits. Correspond with individuals about their account balances.
- Projects cash flow requirements, corresponds with investment managers of cash investments and manages bank balances to meet organizational needs.
- Prepare accounts payable checks and payroll. Maintain payroll deposits.
- Prepare, print and mail monthly invoices and give report to accountant.
- Prepare and document reimbursement requests for a grant with grant project administrators.
- Prepare and document all information necessary to carry out the annual audit.
- Assist in the preparation of the Association's yearly budget.
- Studies and evaluates accounting operations and helps in the implementation of new accounting software programs.
- Provide administrative and convention/meeting planning for the Land Improvement Contractors Association.
- Compose and process all general correspondence, meeting notices, meeting agendas, and membership correspondence.
- Open, date-stamp, and distribute incoming mail.
- Answer telephone and give information to callers, take messages or route calls to appropriate person.
- File all correspondence, forms, and records.
- Greet visitors and offer assistance or information.
- Schedule meetings; both in house and at outside facilities (i.e. hotels)
- Take minutes during meetings as necessary.
- Assist in annual AGC Convention, AGC Summer Events and Membership Meetings.
- Assist other staff with various mailings and copy making.
- Assist AGC Lobbyist during Legislative Session.
- Copy machine maintenance/contract.
- Maintain and order office supplies.
- Maintain the Pierre office and keep it presentable and clean. As well as managing the back room rentals.
- Other duties as assigned.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Desirable Knowledge, Skills, and Abilities:

Candidate must be familiar with standard concepts, practices, and procedures within an office environment. Must also possess good communication and customer service skills; and an ability to work with minimum supervision. As well as possess the ability to understand policies, practices and precedents to exercise sound discretionary judgement on the basis of that knowledge. Must also possess the education and experience to develop and maintain an accurate and sound financial accounting and reporting system. The ability to formulate accurate records to prepare a Balance Sheet and Statement of Income and Expenses for audit, monthly and annual reports to the Board of Directors is needed. Candidate should be capable of participating and assisting in preparation of the Association's budget.

Knowledge of accounting theory, concepts and practices applicable to accounting requirements of governmental agencies is a must. Possess mathematical and analytical skills for monitoring accounting records and resolving accounting problems. Possess computer skills with ability to utilize word processing and spreadsheet software. Possess strong oral and written communication skills. Knowledge of Microsoft Office Suite is required.

Usual Working Hours/Days:

Normal working hours established for this position are 8:00 AM to 5:00 PM, Monday through Friday. Employee may on occasion be required to attend out-of-town meetings and activities in addition to regular working hours and days. Reimbursement for all expenses incurred in these instances will be fully paid by the Association. Employee will attend and staff the annual AGC convention, Summer Outings and Spring/Fall Membership Meetings.