

# **Job Description**

## **Prairie Club Senior Office Manager**

The Prairie Club (Club), founded in 1908, encourages the love of nature and participation in outdoor recreation by providing facilities and activities that allow members and guests the opportunity to experience the great outdoors. We foster a sense of community, the appreciation of the beauty of nature, and the importance of environmental conservation through the maintenance and programs of our two permanent camps, Hazelhurst (located in Harbert, Michigan) and Spring Grove (located in Spring Grove, Illinois). While the Prairie Club's camps are located in northern Illinois and southwestern Michigan, the Prairie Club office is located in Lombard, Illinois.

### **Function of the Senior Office Manager**

The Senior Office Manager is responsible for the day to day operations of the Prairie Club as well as assisting the officers and committee chairs in the overall operations of the Prairie Club. Those responsibilities include and are not limited to planning, organizing and managing the Prairie Club operations and representing the Prairie Club to the public. The Senior Office Manager is responsible for the management of the business processes of the Prairie Club.

The Senior Office Manager reports directly to the Board of Directors but the Prairie Club President supervises the Senior Office Manager for day to day work activities. The Senior Office Manager works closely with the Prairie Club President, Treasurer and various committee chairs. The Senior Office Manager also performs many of the tasks usually performed by a Corporate Secretary. The Senior Office Manager supervises a part-time Administrative Assistant who handles various administrative tasks.

### **Responsibilities of the Senior Office Manager**

The major responsibilities of the Senior Office Manager are as follows:

#### *Board of Directors*

- Follow the Prairie Club By-laws, mission statement, and support the Board's goals and objectives
- Attend and appropriately participate in Board of Director and committee meetings
- Arrange Board of Director meeting venues and meals
- Retain and file minutes from Board of Director meetings and camp meetings
- Keep Board of Directors informed of upcoming meetings and events
- Serve as a resource for the Board of Directors including agenda preparation and distribute materials for meetings, including the monthly financial reports
- Assist committee chairs with reasonable needs as they arise

#### *Financial administration including assisting the Treasurer and Finance Committee*

- Prepare payable and receivable transactions for third party accounting service provider
- Meet with and assist the third party accounting service provider on a monthly basis
- Provide data needed for financial reporting
- Assist the designated Prairie Club member who performs the independent financial review of the Prairie Club's financial books and records

- Prepare financial reports for the Board of Directors meetings and annual members meeting
- Maintain and keep financial and tax files
- Prepare billing for Hazelhurst winter and summer assessments, Hazelhurst property taxes and Spring Grove lease and operating assessments
- Prepare billings for annual membership dues
- Prepare payments for real estate taxes on Prairie Club properties
- Assist Treasurer with the preparation of the annual budget
- Make purchases for office supplies as needed
- Assist in obtaining information for the Prairie Club's banking, investment and insurance needs
- Prepare checks for authorized supplies, services and reimbursements; obtains proper signature sign-off on disbursements
- Coordinate with payroll vendor for bi-monthly processing of payroll and reports
- Sign checks on the Chase operating account, with certain exceptions
- Review and make bank deposits as needed
- Initiate donor thank you letters for the President or Senior Office Manager's signature
- Primary coordinator with the Club's third party accounting service provider and payroll provider
- Oversee primary relationship with Prairie Club bank
- Adhere to internal accounting financial controls and policies
- Prepare Federal Form 1099-MISC for outside vendors
- Provide information to third party accounting service provider to enable preparation of Form 990 for filing with the Internal Revenue Service
- Maintain computer databases, hardware, software and related back-up system with external vendor

#### *Prairie Club Promotion and Public Relations*

- Provide Prairie Club promotional items at Prairie Club events for sale and assist in other fund-raising activities as requested
- Order and keep promotional items on hand for inventory
- Disseminate Prairie Club news via the quarterly publication, *The Bulletin*, email notifications, mailing of flyers, news releases and advertising
- Assist the Annual Meeting Chair in making arrangements and securing locations
- Implement special projects as assigned by the Board and assist Chairs assigned to other special events and projects
- Serve as the Prairie Club liaison to the public

#### *Membership*

- Assist with new member requirement completion
- Serve as an information center to all potential members, current members, volunteers, officers, Board of Director members, and Committee Chairs

#### *Facilities Management*

- Supervise the rental of Prairie Club facilities, including deposit and rent collections, usage, scheduling
- Assist in coordinating Club personnel including hiring paperwork, W-4 forms, proof of residency

- Maintain office equipment and the Prairie Club office
- Assist Camp and Facility Chairs administratively with any of their repair and maintenance responsibilities
- Pay utilities on all Club facilities

#### *Office Coordinator role*

- Supervise administrative assistant and any office volunteers
- Maintain computer databases and Prairie Club website. Work with Website Chair to update information on the Prairie Club website
- Maintain adequate postage for mailings and prepare certified mailings as necessary
- Monitor office's expenses compared to budget
- Maintain office supply inventory
- Prepare office space for various committee meetings
- Perform typing and related administrative tasks

#### **Minimum Requirements**

Bachelor's degree preferred. Minimum 3-5 years of experience in office management. Necessary skills include knowledge of Microsoft Office, Microsoft Publisher, QuickBooks, PayPal, online banking, bookkeeping and word processing. Knowledge of accounting and environmental issues and concerns is desirable.

#### Ability to:

- Work independently
- Make good business decisions
- Work with large diverse population
- Use good judgment
- Keep projects and tasks organized, focused and progressing
- Communicate and organize well
- Keep accurate records and evaluations
- Prioritize and delegate appropriately
- Provide excellent customer service
- Be detail oriented
- Carry out activities and decisions that reflect the philosophy of the Prairie Club

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