Administrative Manager

Written by GBP Staff Friday, 25 July 2014 12:40 -

GREEN BAY - A Job Opportunity exists with Downtown Green Bay Inc. & Olde Main Street Inc. for a Administrative Manager.

Title: Administrative Manager

Reports To: Executive Director

Starting Range: \$12 – 14 per hour

Hours: 24 hours per week

Position Description: below

Qualifications: Proficient in QuickBooks, financial reporting and Microsoft Office (Microsoft, Excel, Outlook etc.). Strong verbal and communication skills are necessary. Highly organized, detail oriented, self-initiator and able to maintain poised under pressure. Handle multiple projects simultaneously in a fast paced environment. Work well in team and individual settings. Two year minimum experience in accounting and/or administrative support role. Must hold a valid driver's license, have a reliable vehicle available daily for work purposes and show current automobile insurance.

Finance and Record Keeping (Approximately 40% of time)

To maintain accurate financial records and record keeping systems of Olde Main Street, Inc. and Downtown Green Bay, Inc. and Downtown Green Bay Charities.

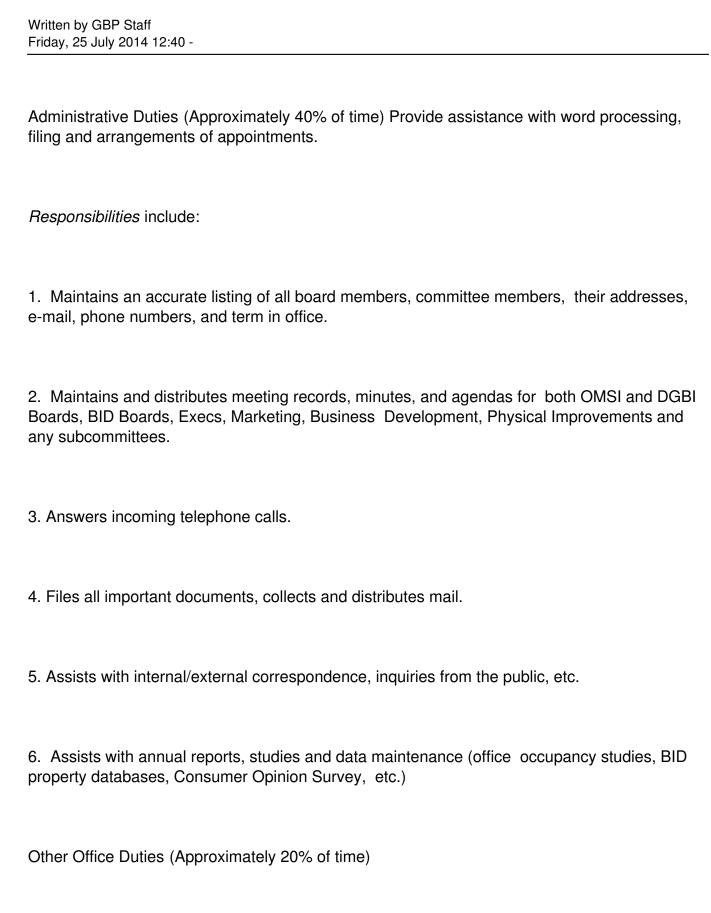
and reporting.

Administrative Manager Written by GBP Staff Friday, 25 July 2014 12:40 -Responsibilities include: 1. Reports accounts payable and accounts receivable. 2. Pays bills and prepares all checks. 3. Assists with the maintaining and handling of interest bearing accounts. 4. Prepares, follows up on all invoices and deposits checks at the bank. 5. Reviews and prepares financial statements and reports for the reconciliation of bank statements. 6. Manages all administrative aspects of the program, including record keeping, overseeing accounting, and preparing reports as needed. 7. Oversees the preparations for the annual audits; provides accounting information to auditors. 8. Works with the City Finance Director on the coordination of BID fund payments. 9. Assist Executive Director with the formulation and updates of the annual BID Operating Plans.

10. Assists Executive Director, Event Manager and Program Manager with budgeting decisions

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