

## Administrative Manager

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

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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.

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*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 and reporting.

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Administrative Duties (Approximately 40% of time) Provide assistance with word processing, filing and arrangements of appointments.

*Responsibilities* include:

1. Maintains an accurate listing of all board members, committee members, their addresses, e-mail, phone numbers, and term in office.
2. Maintains and distributes meeting records, minutes, and agendas for both OMSI and DGBI Boards, BID Boards, Execs, Marketing, Business Development, Physical Improvements and any subcommittees.
3. Answers incoming telephone calls.
4. Files all important documents, collects and distributes mail.
5. Assists with internal/external correspondence, inquiries from the public, etc.
6. Assists with annual reports, studies and data maintenance (office occupancy studies, BID property databases, Consumer Opinion Survey, etc.)

Other Office Duties (Approximately 20% of time)

*Responsibilities* include:

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1. Assist in website updating of available properties, events, business listings, etc.
2. Assist with mailings for projects and events.
3. Works with the Executive Director on computer equipment, office copier upgrades and other office equipment purchases.
4. Purchases office supplies.
5. Participates as a team with the other staff at districts' functions, as appropriate.
6. Maintains discretion regarding confidential information that passes through the development office.
7. Performs other related duties and responsibilities as required or assigned by the Executive Director.
8. Must be able to meet established schedules/deadlines as part of normal routine; accepting a variety of daily activities while maintaining high performance requirements. Efficient project management.

*To Apply:* Send resume and cover letter **by July 31** to Downtown Green Bay Inc. & Olde Main Street Inc. at

[info@downtowngreenbay.com](mailto:info@downtowngreenbay.com) .