



DEKALB COUNTY  
COMMUNITY  
FOUNDATION

<b>DOCUMENT: JOB DESCRIPTION</b>	<i>Job Title: Administrative Manager</i>
	<i>Reports to: Finance Director</i>
	<i>FLSA Status: Full Time, Non-Exempt</i>
	<i>Date Last Updated: January 2022</i>

## SUMMARY

The Administrative Manager is a full time position directly responsible to the Finance Director and the staff. The Administrative Manager is responsible for bookkeeping, office operations, and project support of the Foundation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### BOOKKEEPING AND DATABASE MANAGEMENT

- Perform various bookkeeping functions such as inputting vouchers, cutting checks, handling deposits, reviewing accounts, and other tasks as directed by the Finance Director.
- Assist all staff with data entry, reconciliation, data cleanup and data validation needs, as requested, process gift acknowledgments and notification of gifts, when appropriate, for memorials/honorary gifts, Fund contributions, etc.
- Responsible for all payroll records including company matches, retirements, HSA account, IRS tax filings through payroll service provider and company records.
- Prepare monthly financial reports for organizations upon request.
- Work with Finance Director to produce and distribute Fund statements for donors and advisors.
- Handle donor and advisor inquiry calls regarding Fund balances.
- Demonstrate proficiency in operation of Community Suite and other programs related to the operations of the Community Foundation.
- Monitor local communications for database record updates.
- Work with technology firm to manage records/data in Foundation's information systems and ensure timely and accurate maintenance, update, and backup of all office systems.
- Assist in software implementation and improvement efforts.

### OFFICE MANAGEMENT

- Manage general office operations including monitoring office supplies, maintaining overall order and organization of the office.
- Maintain Fund, donor, vendor, financial and other files.
- Distribute daily mail.
- Greet and welcome donors and visitors. Communicate with donors and visitors accordingly based on reasons for visits.
- Serve as on site receptionist from 8:00am to 5:00pm Monday through Friday (with one hour lunch break), and answer telephone calls.
- Assist staff with copying, printing, data entry, and other general activities.
- Responsible for the implementation and ongoing maintenance of relevant organization policies and procedures.

## *FACILITIES MANAGEMENT*

- Responsible for Freight Room and Board Room scheduling, booking, and rental payments.
- Responsible for general building maintenance needs by managing Depot Work List and staff requests.
- Supervise the DCCF Building Manager and other cleaning service providers and ensure the effective discharge of their duties.
- Ensure staff coverage of building during business hours.

## *BOARD, STAFF AND COMMITTEE SUPPORT*

- Assist with logistics of monthly committee meetings including scheduling, Zoom links, RSVP's, amenities, signage and refreshments/meals as requested.
- Prepare meeting materials as requested.
- Assist with special initiative and event planning as requested.
- Provide administrative support to staff members, Board members, and committee members as requested.
- Assist with mailings and other special communication projects - Fund Statements; Annual Report, Newspaper Insert, and Year End Donation Letter.
- Assist with Grant and Scholarship related activities and communications as well as special Fund related programs.
- Respond to other duties as assigned.

## *GENERAL RESPONSIBILITIES*

- Attend DCCF staff meetings and appropriate DCCF Board meetings to ensure cross-functionality and information sharing with fellow DCCF colleagues.
- Uphold the DCCF's values and work integrity, while ensuring quality and timely deliverables.
- Adhere to the policies and procedures of the DCCF and National Standards for Community Foundations.
- Travel within the area to attend meetings as well as very occasional evening work.
- Work with office equipment such as computer workstation and printer/copier/fax machine.

## **ESSENTIAL KNOWLEDGE, SKILLS, ATTRIBUTES, AND EXPERIENCE**

- Three years related office experience; not-for-profit preferred.
- Superior communication (verbal & written) and analytical skills.
- Exhibit sound judgment with the highest ethical standards.
- Able to maintain effective relationships with financial institutions, donors, and other stakeholders.
- Familiarity with the DeKalb County community and knowledge of DeKalb County non-profit organizations preferred.
- Minimum of an Associate's Degree preferred.
- High-level proficiency with Microsoft Office products.
- Proficiency in learning new software programs.
- Experience with general accounting procedures and bookkeeping.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals to perform the essential functions. This job description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. In no way does this job description constitute a contract, implied or otherwise.