



# Notice of Vacancy

## EEOE

**Closing Date: 3/31/08**

**POSITION:** Officer Manager

**LOCATION:** Sedona, AZ

**SALARY:** \$28,000 - \$36,000 (DOE/DOQ)

**BENEFITS:** 75% paid health, life, vision, & dental, 5% pension after 1 year of employment

**HOURS:** M-F, 9AM – 6PM

### GENERAL ROLE DESCRIPTION:

The Office Manager is primarily responsible for, but not limited to, the direction of accounts payable, accounts receivable, payroll, financial tracking & reporting, and personnel record-keeping. The Office Manager reports directly to the Executive Director.

### JOB FUNCTIONS:

1. Quick books recording, tracking, and reporting
2. The direction of all phases of payroll management and record keeping
3. The coordination of organization incoming & outgoing mail and deliveries
4. Management of organizational office supplies
5. Management of organizational information and archives for receipts, payroll records
6. Handle, in coordination with other organization staff, credit card transactions and deposits
7. Management of current board, staff, and committee rosters
8. Coordinate & support the annual audit process in conjunction with the finance committee and auditor
9. Additional Administrative, Financial, payroll and personnel management duties as assigned.

### QUALIFICATIONS:

- ✧ A minimum of an associates degree in accounting is desired.
- ✧ Previous accounting/office manager experience, previous non-profit experience is desirable.
- ✧ Self-starter who is organized and demonstrates initiative.
- ✧ Positive, professional, team-oriented attitude
- ✧

**NOTE:** Background check and drug screening required as a condition of employment.

Submit Resume to:  
Boys & Girls Clubs of Northern Arizona  
c/o Todd Bale, Executive Director  
1785 W. Hwy 89A Ste. 2D  
Sedona, AZ 86336  
or by e-mail: [tbale@apositiveplace.org](mailto:tbale@apositiveplace.org)