

## **ADMINISTRATIVE SERVICES MANAGER**

### **MINIMUM QUALIFICATIONS:**

Associate Degree in Business or related field required, with at least two years of related work experience. Position requires excellent customer-service, written/verbal communications, bookkeeping, and office technology/management skills mandatory. Preferred: Bachelor's Degree and 3-5 years of experience in a dynamic office environment. A general understanding of nonprofit finance and regional economic development is also preferred.

### **GENERAL RESPONSIBILITIES:**

This full-time position supports OBD (65%) and GOACC (35%) and reports to the OBD President. The Administrative Services Manager is responsible for the timely, professional, and accurate production of financial statements, reports, and correspondence for OBD, its officers, and board. The Manager also is the primary contact for building operations and maintenance, tenant relations, room scheduling, and various troubleshooting functions. Depending upon background and experience, the Administrative Services Manager will perform specific administrative duties on behalf of the GOACC, totaling approximately 10-12 hours per week. The Manager serves as a key team member in building the brand, delivering the mission and achieving the vision for OBD and GOACC in the greater Olean Community.

### Specific Responsibilities:

- Maintains and monitors daily OBD Accounts Receivable and Accounts Payable, bank accounts, and financial records; produces all related reports and schedules for the OBD Officers and Directors.
- Oversees operations and maintenance functions for the OBD building, including tenant relations, supplies/equipment procurement, and master calendar.
- Provides support to GOACC for office coverage, events, and member relations.
- Maintains currency with industry standards in technology, public relations, and media relations.
- Prepares and manages all OBD and GOACC Board of Director planning documents, agendas, minutes, and related correspondence, ensuring timely, accurate, and professional communications at all levels; schedules meetings of the Boards and Executive Committees.
- Presents a positive, professional, and collaborative approach to all aspects of the work environment and is committed to excellent customer service with all OBD and GOACC stakeholders.

**SKILLS/ABILITIES:**

The ideal candidate will be familiar with all aspects of office management and general accounting, with the ability to work both independently and as a member of a team. The Manager must exhibit professional interpersonal and business communications skills, a superior customer-service orientation, and an ability to establish and maintain effective working relationships with all stakeholders. Must have strong computer skills (word processing, spreadsheets, bookkeeping software), motivation to keep current in the field, and commitment to advancing the organizations' mission and vision. Incumbent must be conscientious, courteous, reliable, honest, and professional.