DOYLE
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We're Hiring!

OFFICE MANAGER

Under the supervision of the Recreation/Doyle Director is responsible for overseeing the daily administrative support and financial activities for the Doyle Community Center.

Essential Functions:

*Prepares monthly reports regarding daily Doyle Community Center operations to the Doyle & Recreation Director. *Assist Human Resources coordination personnel management activities including interviewing and recommending applicants. *Requires working at the desk, assisting Desk Supervisor with scheduling staff, management of staff timesheets, and helping with other facility functions as needed. *Responsible for entering and verifying accuracy of memberships. *Answers public inquiries regarding billing, memberships, programs, policies and procedures. *Processes monthly billing. *Assists Director in preparing preliminary annual budget for area of responsibility. Monitors expenditures and propose fiscal recommendations to the Director. *Enters and makes daily deposits and monthly bank reconciliation of accounts as assigned by the City. *Assist with ordering of supplies. *Assist in preparing and working during special events. *Must be willing to work evenings and weekends as assigned. *Other duties as assigned by the Director.

Education:

High school diploma or equivalent with advanced coursework in accounting and administrative field. Associate's Degree in Accounting preferred.

Experience:

Three to five years' experience in accounting/bookkeeping, customer service, general office procedures, knowledge of Microsoft products, and must be able to multi-task.

Physical Requirements:

Ability to enter and retrieve computer information.

Ability to access department files, lifting and carrying materials weighing up to 25 lbs.

Prolonged bending, stooping, reaching, sitting and/or standing as required.

[The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]