



**The National Association of Negro Business and Professional Women's Club Inc. is a national non-profit organization whose mission is to promote and protect the interests of women business owners and professionals.**

<b>JOB TITLE: Office Manager</b>	<b>DATE: March 2024</b>
<b>REPORTS TO: CEO/President</b>	<b>LOCATION: District of Columbia</b>

**POSITION SUMMARY**

Office manager oversees financial and administrative duties ensuring that the office operates efficiently and smoothly. The responsibilities will include maintaining accurate financial records, performing financial transactions, ensuring compliance with accounting principles and regulations, and managing the national membership database.

**DUTIES AND RESPONSIBILITIES**

- Provide administrative support and manage the daily operations for the national office
- Record financial transactions accurately and timely, including but not limited to accounts payable, accounts receivable, and general ledger entries
- Manage and reconcile the general ledger accounts, including but not limited to bank accounts, expenses, accruals, deferrals, credit cards, fixed assets, etc.
- Identify, investigate, and resolve discrepancies and/ or errors in financial records to ensure data integrity.
- Review and process account payable transactions, including vendor invoices and employee reimbursements, and manage payment schedules weekly.
- Interact and maintain customer relationships with AP vendors where applicable.
- Monitor accounts receivable balances, follow up on overdue invoices, generate invoices, and support collections efforts.
- Monitor cash flows in the bank account and ensure an appropriate balance is maintained daily, report any deficiencies.
- Preparation of management reports and presentations for key stakeholders.
- Review trends, compare budgeted vs. actual figures, and identify opportunities for improvement.
- Manage the annual external audit process by preparing schedules, providing documentation, and addressing auditor inquiries.
- Reviews membership applications and maintains the membership database for new members, changes, and deletions.
- Performs general administrative duties including answering and directing telephone calls, photocopying, mailing membership packets, and other duties as needed. Maintains hard-copy and electronic filing system.
- Assist with administrative duties required for the National Convention and special projects.

**QUALIFICATIONS**

*To be eligible for this position, the applicant must meet the minimum qualifications. Deviations to this requirement must be approved by the Executive Committee.*

<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience</li> </ul>
<b>EXPERIENCE NECESSARY</b>	<ul style="list-style-type: none"> <li>• Minimum 2-5 years' experience in accounting and working for a non-profit</li> <li>• Proficiency in accounting software (e.g., QuickBooks)</li> <li>• Experience with audits and financial compliance</li> <li>• Effective communication skills, both written and verbal</li> <li>• Strong organizational and time management skills</li> <li>• Ability to work independently, manage deadlines, prioritize tasks, work in a team environment and collaborate effectively.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of GAAP and financial reporting standards.</li> <li>• Excellent analytical and problem-solving skills.</li> <li>• Strong attention to detail and accuracy in financial recordkeeping.</li> <li>• Knowledge of nonprofit accounting practices is a plus.</li> </ul>
<b>COMPUTER SKILLS</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Applications</li> </ul>

*The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to these positions. They set the minimum requirements, responsibilities, and skills required of the position; they are not intended to be construed as an exhaustive list of all responsibilities.*

**NOTE: THIS DOCUMENT MAY NOT ENUMERATE ALL THE DUTIES AND RESPONSIBILITIES REQUIRED OF THIS POSITION. ALSO, THIS DESCRIPTION IS SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF THE ASSOCIATION.**