

1.0 SUMMARY

The Office Manager is to organize and control the accounting, administrative, support, and personnel management services at Fond du Lac Bumper Exchange, Inc. (FdLBEX).

2.0 REPORTING RELATIONSHIPS

- 2.1 The Office Manager reports to the President.
- 2.2 The Accounts Payable & Accounts Receivable Clerks report to the Office Manager.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	Two year college degree in Business Administration; however, some formal training in accounting and extensive office and/or financial experience may be substitute.	Four-year college degree in Business Administration.
3.2. <u>Experience</u>	Three-year experience in general accounting including financial reporting to upper management.	Two years experience as an Office Manager in charge of accounting and administration.
3.3. <u>Skills, Knowledge and Abilities</u>	Basic accounting and bookkeeping skills. Ability to provide accurate financial reports and data in a timely manner. Complete knowledge of office machines, computer accounting systems and procedures. Prefer experience in word processing and spreadsheet programs. Ability to work with and lead people, negotiate, analyze problems and develop plans to solve those problems.	
3.4. <u>Physical</u>	Body position: Includes standing and sitting for long periods.	

Body Movements: walking and use of hands and arms to operate office equipment. Must be able to lift and/or carry 25 pounds.

Body senses: Usage of all body senses. Must be able to see (20/20 vision with glasses, 20/200 without) and hear (with mechanical assistance if necessary) sufficient to understand and comprehend individuals in one-on-one conversations.

- 3.5. Mental Requires mathematical and analytical skills in developing and interpreting financial records and as related to accounting practices and procedures in general use. Ability to effectively communicate ideas to all levels of management.

Must be able to read, write and speak English fluently. Must be able to work under time and budgetary pressures.

- 3.6. Management Skills Ability to effectively manage subordinates and prioritize, plan, organize, and control work flow.

4.0 WORKING CONDITIONS

The Office Manager will work in the office, which is a temperature-controlled environment with moderate noise. Occasionally outside time will be spent in the shop or warehouse areas where conditions can be humid, hot, cold, noisy, dirty, dusty, hazardous, and/or greasy, etc.

5.0 RESPONSIBILITIES

The Office Manager is responsible for:

- 5.1 Maintaining an effective and efficient bookkeeping system.

Measurements: Number of delays and errors in reports submitted.

- 5.2 Maintaining effective expense control through a system of budgeting and variance reports.

Measurements: Variance reports.

- 5.3 Working capital management through managing cash flow, accounts receivable collection, and accounts payable payments.

Measurements: Cash Flow Forecast.
Accounts Receivable and Payable reports.

- 5.4 Administrative support for FdLBEX personnel through maintaining office supply

inventory, office equipment maintenance, etc.

Measurements: Number of complaints; overall management satisfaction.

- 5.5 To keep FdLBEX up to date regarding all company financial obligations, such as payroll, taxes, insurance, etc.

Measurements: Number of delays and errors in all transactions and reports submitted.

- 5.6 Performing general responsibilities of FdLBEX employees as assigned by the Company's policies and procedures and other responsibilities as assigned by the President

6.0 AUTHORITY

The Office Manager has the authority to:

- 6.1 Participate in the company's general Strategic planning and in the formulation and establishment of the operating budget for the fiscal year with monthly breakdowns.
- 6.2 Promote, demote, or discipline employees reporting to him/her and recommend their hiring or firing, when necessary, to the President.
- 6.3 To place expense Purchase Orders up to a value of \$ 100 without prior approval of the President.
- 6.4 Monitor budgetary guidelines for all operating departments, and inform department managers and the President of budget infractions.
- 6.5 Develop and implement standard procedures for accounting, and administrative functions in cooperation with the President and other key personnel of the FdLBEX.
- 6.6 Establish goals, policies and standard operating procedures for the Office personnel.
- 6.7 Inventory and requisition office equipment and office supplies.
- 6.8 Require all employees in the company to furnish information for personnel records and benefits programs.
- 6.9 Examine operational reports of all departments.
- 6.10 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established FdLBEX policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

Not applicable.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Office Manager

Date

President

Date