

**Job Description  
Office Manager  
Navy-Marine Corps Ball Committee  
June 1, 2018**

**Summary/Objective**

The office manager position is responsible for coordinating the overall office activities for the Navy-Marine Corps Ball Committee while maintaining a high degree of professionalism and organizational effectiveness. The successful candidate will have strong team player skills and the ability to work effectively with diverse groups of individuals. A DOD ID is required for this position, the job is located on the Washington Navy Yard.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Financial:**

1. Achieve financial objectives by preparing for annual audit; filing tax documents including IRS Form 990 and preparing annual budget for Ball Committee to be distributed at first Committee of the Ball year.
2. Reconcile bank statements, endorses checks, deposits contributions and donations.
3. Pay vendor invoices and processes reimbursements for Committee members in accordance with Committee policies.
4. Submit monthly payroll after reconciling with time tracking log.
5. Process registration invoices and or donations via website registration, reconcile with bank

**Administration:**

1. Manage the Ball office to ensure effective telephone and mail communications both internally and externally; maintains filing systems and provides historical reference for retention, protection, retrieval, transfer, and disposal of records.
2. Record (written or electronic) minutes at Committee meetings; prepares minutes for distribution to members prior to monthly meetings.
3. Assist Chairman with preparation of the meeting agenda.
4. Retrieve mail from Post Office; sorts; reviews; and distributes to the appropriate Committee.
5. Maintain and distributes accurate and up-to-date Committee roster.
6. Maintain list of "Key Contacts".
7. Prepare and maintains Office Manager Turnover notebook.
8. Purchase office supplies for the office and Committee membership in accordance with budgetary restrictions.
9. Coordinate with outside vendors who provide services to Committee: IT personnel, phone company, Wild Apricot, etc.
10. Track volunteer hours.
11. Assist with editing and updating the Committee website.
12. Maintain list of all committee passwords. Assign email and website passwords to all committee members accordingly before the start of each committee year.
13. Maintain and update Committee level logins on website to be sure all passwords match and all new committee members names are up to date before the start of each committee year.

**Specific Duties for NMC Ball:**

1. Prepare corporate receipts and paperwork for Contributions Chair.
2. Assist in the processing of all Corporate donations via credit card should this process stay with Surface Navy.

**Competencies:**

1. Initiative
2. Leadership
3. Time Management
4. Decision Making
5. Communication Proficiency
6. Organization Skills
7. Ability to work independently

**Required Education and Experience:**

1. Certificate or associate's degree; bachelor's degree preferred
2. Proven office management, administrative or assistant experience
3. Knowledge of office management systems and procedures
4. Excellent time management skills and ability to multi-task and prioritize work
5. Attention to detail and problem-solving skills
6. Excellent written and verbal communication skills
7. Strong organizational and planning skills
8. Proficiency in MS Office and QuickBooks
9. Willingness to learn how to use new systems
10. Working knowledge of mail processes such as FedEx and UPS.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type/Expected Hours of Work:**

This is a part-time position (no more than 30 hours per week with a flexible schedule Monday through Friday between the hours of 8:00 a.m. to 5 p.m. Saturday and Sunday hours may be required the weekend of the Navy-Marines Corps Ball.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

**Travel:**

No travel is expected for this position.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.