



**DEKALB COUNTY  
COMMUNITY  
FOUNDATION**

<b>DOCUMENT: JOB DESCRIPTION</b>	<i>Job Title: Administrative Manager</i>
	<i>Reports to: Finance Director</i>
	<i>FLSA Status: Full Time, Non-Exempt</i>
	<i>Date Last Updated: November, 2023</i>

**SUMMARY**

The Administrative Manager is a full-time, 40 hours per week position directly responsible to the Finance Director and the staff. The Administrative Manager plays a vital role across program areas with broad responsibilities including bookkeeping, office operations, and project support of the Foundation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*BOOKKEEPING AND DATABASE MANAGEMENT*

- Perform bookkeeping functions such as creating vouchers, cutting checks, handling deposits, reviewing accounts, and other tasks as directed by the Finance Director.
- Process gift acknowledgments and notification of gifts, when appropriate, for memorials/honorary gifts, Fund contributions, etc.
- Responsible for all SIMPLE IRA company matches and payments.
- Responsible for credit card and expense report processing, payments, and reconciliations.
- Handle donor and advisor inquiry calls regarding Fund information needs.
- Monitor local communications for database record updates.
- Database management, including profile merging, elimination of duplicates and links to organizations.
- Provide clean mailing lists for mass mailings such as the Annual Report and Report to the Community.
- Assist in software implementation and improvement efforts.
- Serve as the company expert and lead administrator for all banking activities, including online banking, ACH transactions, check processing, online payment (Stripe, etc.) processing, positive pay exceptions, and daily monitoring and review of all bank account activity.

*OFFICE MANAGEMENT*

- Manage general office operations including monitoring office supplies, maintaining overall order and organization of the office.
- Maintain Fund, donor, vendor, financial and other files.
- Distribute daily mail.
- Greet and welcome donors and visitors. Communicate with donors and visitors accordingly based on reasons for visits.
- Provide on-site reception, including phone coverage, starting no later than 9am daily M-F.
- Work 8 hours per day in person at the office daily M-F.
- Responsible for the implementation and ongoing maintenance of relevant organization policies and procedures.

## *FACILITIES MANAGEMENT*

- Manage Freight Room and Board Room scheduling, booking, and rental payments.
- Responsible for general building maintenance needs by managing Depot Work List and staff requests.
- Supervise the DCCF Building Manager and other service providers to ensure the effective discharge of their duties.

## *BOARD, STAFF AND COMMITTEE SUPPORT*

- Support the success of Give DeKalb County by assisting with donation documentation, communicating as needed with participating organizations and donors, and assisting in the timely payout of proceeds.
- Assist with logistics of monthly committee meetings including amenities, signage and refreshments/meals as requested.
- Assist with special initiative and event planning as requested.
- Provide administrative support to staff members, Board members, and committee members as requested.
- Assist with mailings and other special communication projects - Fund Statements; Annual Report, and Newspaper Insert.
- Assist with Grant and Scholarship related activities and communications as well as special Fund related programs.
- Respond to other duties as requested.

## *GENERAL RESPONSIBILITIES*

- Attend DCCF staff meetings and appropriate DCCF Board meetings to ensure cross-functionality and information sharing with fellow DCCF colleagues.
- Uphold the DCCF's values and work integrity, while ensuring quality and timely deliverables.
- Adhere to the policies and procedures of the DCCF and National Standards for U.S. Community Foundations.
- Travel within the area to attend meetings as well as rare evening work.
- Work with office equipment such as computer workstation and printer/copier/fax machine.

## **ESSENTIAL KNOWLEDGE, SKILLS, ATTRIBUTES, AND EXPERIENCE**

- Minimum of three years related office experience; not-for-profit preferred.
- Superior communication (verbal & written) and analytical skills.
- Exhibit sound judgment with the highest ethical standards.
- Able to maintain effective relationships with financial institutions, donors, and other stakeholders.
- Familiarity with the DeKalb County community and knowledge of DeKalb County non-profit organizations preferred.
- Minimum of an Associate's Degree preferred.
- High-level proficiency with Microsoft Office products.
- Proficiency in learning new software programs.
- Experience with general accounting procedures and bookkeeping.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals to perform the essential functions. This job description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. In no way does this job description constitute a contract, implied or otherwise.