

EDMONTON AND AREA ALCOHOLICS ANONYMOUS

Office Manager Job Description

General Knowledge:

1. Needs to have a good understanding of the A.A. program.
2. Demonstrates strong leadership skills. Can easily communicate ideas and direction to subordinates in a thoughtful and non-authoritarian manner.
3. Must have a strong working knowledge of computers and various computer programs, such as Microsoft Office, and general accounting software.
4. Can keep up with all daily, weekly, monthly accounting entries. Can perform all payroll related tasks. Can provide the Central Office Board Treasurer with accurate month-end financials generated from the accounting program. These will include, but are not limited to, budget comparisons, income statements, balance sheets, group donations and splits, and bank reconciliations.
5. Can communicate, in conjunction with the treasurer, with accountant(s) to provide end of year financial documentation for the purpose of having the financial statements prepared. Can do all year end reconciliations for the preparation of T4 forms and Canada Revenue Agency source deductions.

Duties and Responsibilities:

This is a general outline but is by no means a complete description of all duties and tasks required. There may be other job-related or “one-time” tasks that may be added by the board as the position grows and changes. This will be discussed with the affected people as much as possible prior to the changes being implemented. In other words, refusing a job or task because it is not included in this Job Description could be grounds for a written warning or dismissal.

1. Oversees all the daily office activities, making sure that the office hours are kept. Oversees that the volunteers are being properly tasked and trained.
2. Maintains all accounting entries on a daily, weekly, monthly, and yearly basis.
3. Makes the bank deposits as required, at a minimum of once per week. Reconciles the deposits with the daily reporting provided by the Front-End Volunteer.
4. Writes cheques or sets up direct withdrawal for all monthly expenses. Invoices and/or appropriate documentation must be provided before any cheque is signed. Explores avenues to get the best rates whenever possible.
5. Collects and remits all Canada Revenue Agency deductions.

6. Provides information to the accountant for the purpose of reconciling the GST accounts. If necessary, the Office Manager remits required payments to Canada Revenue Agency.
7. Is able to communicate ideas clearly and can present once a month, at least, to the Central Office Board the status of all aspects of Central Office finances, operations and personnel.
8. Oversees all merchandise purchases to maintain proper inventory levels.
9. Prepares year-end accounting and works with the treasurer and accountant, to have the year-end financial reports completed. Ensures that all year-end accounting is completed and presented to the Central Office Board and Intergroup.
10. Reports to Canada Revenue Agency as needed to ensure that our charitable status is maintained.
11. In conjunction with the Central Office Board files annual reports with the Alberta Government to ensure the continuation of the society.
12. Works closely with the volunteers by offering training, coaching, and supervision in all their tasks, including the recruiting, training, and scheduling of volunteers as needed.
13. Reviews all contracts and other agreements on behalf of Edmonton and Area AA Central Office. Does not enter into, or sign any contracts or service agreements, but provides feedback and information to the Central Office Board on these matters.
14. If necessary, will conduct an employment search for the Front-End Supervisor position by posting to a recognized job posting site, and to the AA fellowship. Will gather a list of candidates based on resumés or CV's that are received. With the help of appointed Central Office Board members will conduct interviews for the position.
15. With a Board Member present, will present the job offer to the selected candidate.

Supervision and Job Performance:

1. This position is supervised by the Central Office Board. It is the board's duty to ensure that the terms of the Job Description are being met. When asking for information, clarification, or direction between board meetings, the office manager will send an email to the entire board for their review and discussion.
2. The Board will provide timely coaching, feedback, and annual written performance reviews. These reviews will be conducted by a minimum of two Central Office Board members. It will be the responsibility of the Central Office Board to conduct a 360 review once a year. A 360 review is a process where information on job performance is gathered from various stakeholders, including volunteers, board members, operating committee chairs, and other members at large if required.