**USTA South Carolina Staff Responsibilities**

***Office Manager***

**Hours/Schedule of Position:** This full-time salaried exempt employee reports directly to the Executive Director. The standard schedule is business hours Monday through Friday.

**Summary of Position Purpose:** Manage office operations and administrative support, perform basic accounting duties and oversee service contracts. Within an approved budget plans, executes and optimizes corporate events such as the Annual Meeting and other Board or association events not specifically in another department.

**Minimum Qualifications:**

* Education/Certification: Undergraduate degree
* Experience: Administrative experience required, preferably in a non-profit setting, basic budget and finance skills, special event management experience, familiarity working with volunteers
* Skills: Extensive knowledge and proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint and Access), preferably familiar with Sage Accounting software, strong communication and planning skills, collaborative team building and staff coaching abilities
* Other Requirements: Positive attitude with a passion for customer service, pride in one’s work and self-starter with a desire to be on our team and grow the association in-line with our strategic mission

**Duties and Responsibilities:**

1. Provide administrative and managerial support to the Executive Director and President
2. Manage office operations to include but not limited to;
	1. Negotiate and monitor vendor/service accounts to obtain optimal pricing and value with Executive Director final approval
	2. Maintenance and upkeep of office equipment
	3. Maintenance and repair as needed for USTA SC office building and its premises with Executive Director and/or Board approval
	4. Inventory and purchasing of general office supplies
	5. Review Time Away requests from staff, while ensuring safe, effective staff coverage during office hours
	6. Manage database of volunteers and community contacts
	7. Supervise Administrative Assistant as a direct report
	8. Manage the recruitment of seasonal interns
	9. Support Executive Director to hire staff by managing logistics of the application and interview process
3. Manage staff development opportunities by proposing and coordinating in-house training while also helping staff identify cost effective options in the community or online. Trainings are to be strategically aligned to drive the mission, promote collaborative team/culture development, and/or improve efficiency and technical skills.
4. Perform basic accounting duties to include;
	1. Prepare and post deposits
	2. Cut checks to pay invoices and expense reports
	3. Reconcile credit card statements against receipts submitted
	4. Prepare reports and spreadsheets
	5. Maintain file records of staff benefit time
	6. Provide audit support to Executive Director
5. Develop and collaborate with Executive Director to implement strategies to sustain an energetic, optimistic, team based staff culture.
6. Serve as coordinator of the USTA SC Annual Meeting & SCTPF HOF Banquet
	1. Organize event logistics - working from an approved budget, plan, execute and optimize to achieve the goals and outcomes for this event weekend
	2. Compile invitation/registration lists, secure appropriate venue/meeting space for functions, recruit and coordinate volunteers, and delegate to staff
	3. Act as the primary contact on-site with hotel and conference center staff
	4. All contracts, pricing and agenda must be approved by Executive Director in advance of commitments on behalf of the association
7. Serve as coordinator of corporate events, meetings and trainings not specifically under a program or department to include but not limited to quarterly staff meetings, Board of Director and/or Committee Chair meetings/training, and miscellaneous special events and functions. All contracts, pricing and agenda must be approved by Executive Director in advance of commitments on behalf of the association.
8. Act as staff liaison to the Event Planning and Strategic Planning & Evaluation Committees and to the SCTPF Hall of Fame Committee
9. Other duties as assigned by the Executive Director

GC 8/24/15