

CCF Job Description

Position:	Office Manager
Reports to:	Office Operations Committee
Direct reports:	Yes
FLSA Status:	Exempt

Resumes can be sent to ccfooc@aaasacramento.org

Education, Experience and Background:

- Must have a minimum of 5 years sobriety.
- Education and experience should be sufficient to competently perform the tasks outlined. A minimum of 2 years general office and accounting experience preferred.

Responsibilities

The CCF Office Manager has general accountability for the responsibilities listed, with authority to delegate to other staff or volunteers as appropriate. Other duties may be assigned as needed by the OOC.

MAINTAIN THE CENTRAL BUSINESS OFFICE SITE OF THE CCF

- Manage the office in accordance with the Articles of Incorporation, By-Laws, Operating Procedures and Policies of the CCF and the Twelve Traditions of Alcoholics Anonymous
- Cannot exceed any expenditure authorized by the CCF Budget
- The OOC must authorize transfer of budgeted funds between budget categories within the approved global budget
- Maintains 5 days a week and 8 hour business operations, 24 hour hot line, and phone book listings
- Train and support Tele-desk and Tele-service staff
- Maintain the office facilities in state of good repair
- Operate the sales desk during regular business hours
- Establish and maintain all appropriate insurance policies
- Maintain security; keys, safe, documents etc.
- Establish and maintain good office safety practices
- Establish and maintain janitorial service, repair and maintenance
- Provide meeting site for CCF special committees

MANAGEMENT/COMMUNICATIONS

- Write first draft of annual budget
- Manage operational finances within the approved annual budget
- Attend all OOC meetings in advisory capacity
- Provide clerical assistance to members of the various service committees in the performance of their duties
- Archive and secure all CCF documents, maintain two current copies of the CCF Articles of Incorporation, By-Laws, and Operating Procedures. One copy is used by the CCF Chairperson at all Delegates meetings and the other copy is used in the Central Office. An editable soft copy will be securely maintained on the office computer system
- Provide office support to all CCF committee chairs
- Attend CCF delegates meetings upon OOC/Delegates request

- Attend all Board of Directors meetings in an advisory capacity
- Manage CCF content policy for website
- Edit the monthly By the Way
- Edit the meeting directories
- Maintain a current and accurate 12-step volunteer contact list
- Maintain and publish a current and accurate AA Speaker list
- Maintain daily correspondence (standard mail and email)
- Edit all printed material for compliance to CCF policies before publication
- Assure adherence to AA's Twelve Traditions in all office practices
- Cooperate with other community agencies dealing with alcoholism
- Cooperate with H&I to serve hospitals and prisons
- Cooperate with NCCAA and CNIA General Service as requested
- Serve as the public relations arm of CCF
- Maintain Active Delegates Roster from attendance information gleaned from the monthly CCF Delegates' monthly business meeting minutes

OFFICE COMPUTER NETWORK

- Maintains CCF business computer network server and workstations
- Establishes and maintains properly licensed operating system and application software
- Maintains and updates CCF web site
- Establishes and maintains office email accounts/passwords for all authorized users
- Update and procure software and subscription renewals as required
- Train and support paid and volunteer staff on computer systems usage

DATA BASE

- Maintain data base of member groups, subscribers, meetings (times and locations)
- Establishes and maintains accurate mailing list

PUBLICATIONS

- Edit and publish the monthly newsletter [By the Way], meeting schedules [weekly], special event flyers, and other in-house publications as required [PICPC, etc.]

MAILING, DISTRIBUTION, SHIPPING

- Handle monthly mailing of special event flyers and By the Way, and shipping of literature, etc.
- Establish and maintain bulk main contract with United States Postal Service, purchase postage and maintain postal equipment
- Display quantities of special event flyers

ACCOUNTING

- Maintains accurate financial and inventory transactions in financial database
- Knowledge of Quickbooks financial system is needed
- Generate and publish monthly revenue and expense statement
- Generate and publish quarterly balance sheet
- Record, verify and secure daily balance sheets
- Coordinate with CPA for regular internal auditing, and tax preparation filing and reporting

ACCOUNTS PAYABLE

- Maintain accurate controls
- Process all payments through check issuance or online bill-pay
- Enter all transactions in financial database
- Special Program Event Chairpersons (Annual Picnic, Annual Anniversary Dinner, other Fund raisers and etc.) and Birthday Club Chairperson renders an accounting to the Office Manager who shall receipt for any funds received from that service Committee Chairperson
- Maintain all vendor communications and contracts
- Issue 1099's

BANKING

- Maintain all bank accounts and reconcile statements monthly
- Maintain a petty cash fund. The Fund shall be \$150.00 at any one time, and petty cash expense shall not exceed \$300.00 in any month
- Make timely bank deposits and submit deposits slips and receipts to the CCF Treasurer
- Manage on-line banking and special event funds
- Keep and maintain a separate prudent reserve according to the amount laid out in the CCFAA Operating Procedures

PAYROLL

- Perform weekly payroll functions, issue W-2's, acquire and install annual tax code updates to the payroll accounting software

GOVERNMENT REPORTING

- Complete and file forms: monthly 941 & Quarterly 941 Federal, EDD, and State Board of Equalization

PURCHASING/INVENTORY MANAGEMENT

- Procure all site maintenance supplies, items and contracts
- Purchase as required: all office furniture, equipment and supplies
- Manage and renew all office equipment leases and maintenance contracts
- Maintain good relations with AA WS (account in good standing)
- Order inventory and receive, price and stock all literature
- Perform Simi-annual physical inventory
- Reconcile physical inventory to financial database inventory (approx. 300 stock items)

ACCOUNTS RECEIVABLE

- Maintain accurate record keeping (in the financial database) of all sales/orders and monies received
- Prepare a monthly report of all financial contributions and provide receipts to all contributors
- Maintain and balance petty cash account

HUMAN RESOURCES

- Hire, train, and manage office assistants, office, and Tele-desk volunteers,
- Maintain accurate records for benefit administration