

Title: Administrative Manager

Reports To: Executive Director

Starting Range: \$12 – 14 per hour

Hours: 24 hours per week

*Qualifications*: Proficient in Quickbooks, financial reporting and Microsoft Office (Microsoft, Excel, Outlook etc.). Strong verbal and communication skills necessary. Highly organized, detail oriented, self-initiator and able to maintain poised under pressure. Handle multiple projects simultaneously in a fast paced environment. Work well in team and individual settings. Two year minimum experience in accounting and or administrative support role. Must hold a valid driver's license, have a reliable vehicle available daily for work purposes and show current automobile insurance.

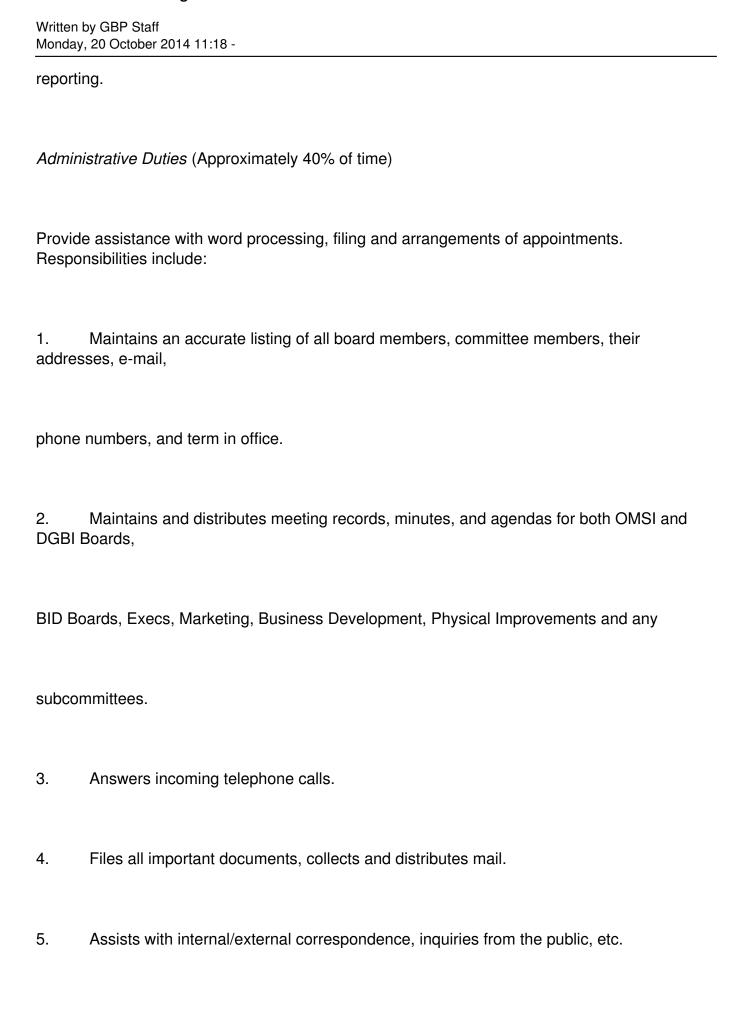
Finance and Record Keeping (Approximately 40% of time)

To maintain accurate financial records and record keeping systems of Olde Main Street, Inc. and Downtown Green Bay, Inc. and Downtown Green Bay Charities. Responsibilities include:

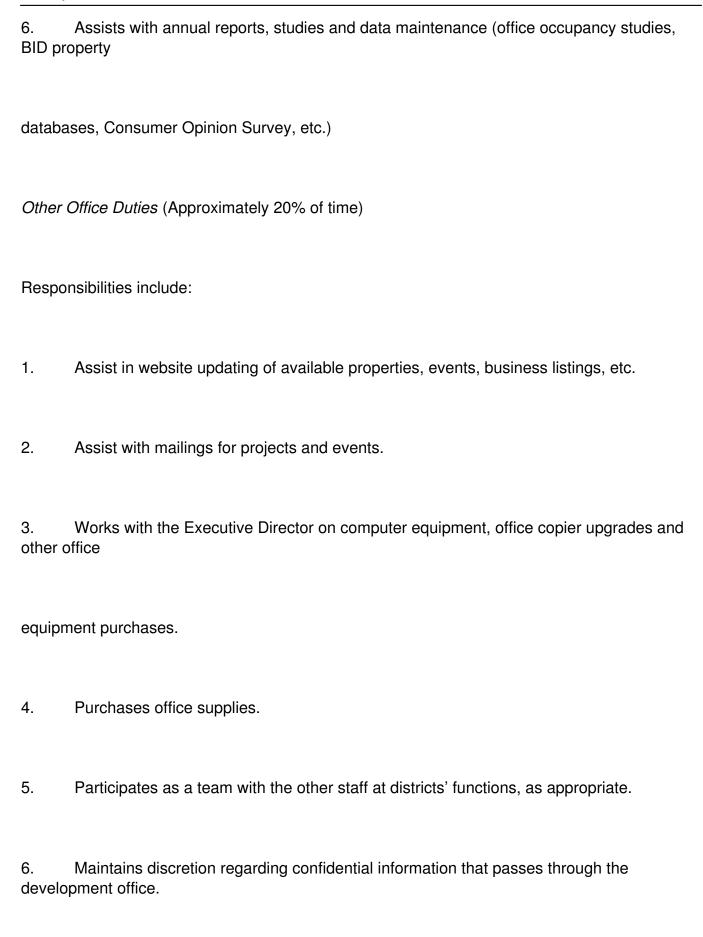
1. Reports accounts payable and accounts receivable.

Written by GBP Staff Monday, 20 October 2014 11:18 -

2.	Pays bills and prepares all checks.
3.	Assists with the maintaining and handling of interest bearing accounts.
4.	Prepares, follows up on all invoices and deposits checks at the bank.
5. statem	Reviews and prepares financial statements and reports for the reconciliation of bank ents.
6. overse	Manages all administrative aspects of the program, including record keeping, eing accounting,
and pro	eparing reports as needed.
7. auditor	Oversees the preparations for the annual audits; provides accounting information to s.
8.	Works with the City Finance Director on the coordination of BID fund payments.
9. Plans.	Assist Executive Director with the formulation and updates of the annual BID Operating
10. decisio	Assists Executive Director, Event Manager and Program Manager with budgeting ons and



Written by GBP Staff Monday, 20 October 2014 11:18 -



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- 7. Performs other related duties and responsibilities as required or assigned by the Executive Director.
- 8. Must be able to meet established schedules/deadlines as part of normal routine; accepting a variety of

daily activities while maintaining high performance requirements.. . Efficient project management

To Apply: Send resume and cover letter to Downtown Green Bay Inc. & Olde Main Street Inc. at <a href="mainto:info@downtowngreenbay.com">info@downtowngreenbay.com</a>. This is open until position is filled.