

# CHEBEAGUE TRANSPORTATION COMPANY

## POSITION DESCRIPTION

Job Title: Office Manager	Effective Date: January 2011
Reports to: General Manager	Classification: Full Time
Revision Date: October 2019	Pay type: Hourly

### Position Overview

The CTC Office Manager is responsible for accounting and administrative functions of the company. Major duties include balancing and depositing all cash receipts, performing all accounting functions, producing financial reports, performing internal audits, maintaining personnel files, and processing payroll. The Office Manager is responsible for handling customer requests and concerns as well as scheduling barging and charters.

### Essential Job Functions

- Financial
  - Perform all routine accounting and payroll functions
  - Maintain financial records for all company operations. Create and distribute monthly financial reports.
  - Maintain depreciation schedule
  - Ensure the safekeeping of all CTC tickets, books, checks and cash in possession
  - Coordinate IRS 990 preparation and annual 3<sup>rd</sup> party review/audit
  - Create monthly invoices for customers
  - Make banking deposits
  - Reconcile banking statement
- Administrative
  - Manage annual parking permit applications and records
  - Maintain a variety of daily, weekly, and monthly operations reports
  - Maintain membership records and provide reporting as needed
  - Develop and maintain procedure manuals as requested
  - Perform mass mailings to customers as requested
  - Coordinate meetings as requested, including director, staff and customer meetings
  - Attend Board meetings, Annual Member meetings, and other meetings as requested. Perform meeting preparation, take minutes, and perform follow-up activities as requested
- Audit
  - Oversee the audit of parking and ferry tickets, perform regular audits as assigned
- Operational
  - Provide administrative and operational assistance to mainland operations as requested
  - Perform barging scheduling
  - Assist in scheduling charters, cruises, or other activities
- Personnel
  - Maintain personnel records in accordance with federal and state regulations
  - Maintain good knowledge of human resource related regulations
- Other
  - Maintain a good knowledge of CTC policies and procedures
  - Maintain personnel and administrative procedure manuals
  - Inventory management
  - Prepare required reports for other organizations and agencies as requested
  - Assist develop and implement company marketing plans

### Requirements

- Excellent customer service and organizational skills
- Good accounting skills
- Good Computer skills including email, Excel, Word, and QuickBooks
- Good knowledge of Human Resource regulations – state and federal
- 3-5 years' experience in similar position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.
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