

Ravalli County Economic Development Authority (RCEDA)

Position Description

Position:	Office Manager and Bookkeeper		
Classification:	Non-Exempt, Full-Time		
Reports to:	RCEDA Executive Director		
Posting Date:	December 8, 2021	Application Deadline:	January 15, 2022
Rate of Pay:	\$18 - \$19/hour DOE		
Position Schedule:	Mon – Fri some flexibility	Benefit Eligible:	Possible HSA Holidays, vacation

RCEDA - The purpose of the Ravalli County Economic Development Authority is to promote, stimulate, develop and advance the general welfare, commerce, economic development and prosperity of our local citizens, Ravalli County, and the State of Montana. A primary goal of the RCEDA is to create the infrastructure for a knowledge-based business community in the Bitterroot Valley that helps existing and new businesses turn information and innovation into opportunity.

Ravalli County Economic Development Authority (RCEDA) is a Port Authority with 501 (c) (3) tax status. Created by the Ravalli County Commissioners in 1997, RCEDA is governed by seven Commissioners appointed by the County Commissioners.

REC: The Ravalli Entrepreneurship Center is a 10,000 sq. ft. business incubator and commercial office space. This facility offers rental office and lab space to startup and pre-startup enterprises, providing administrative support and technical business services.

Job Summary:

This position is responsible for duties critical and essential to maintaining the functions and fiscal integrity of the Ravalli County Economic Development Authority (RCEDA) and Ravalli Business Center (RBC). This position is under the of the Executive Director, however. The office manager assists the ED with a large variety of projects and is expected to respect and maintain the need for confidentiality, and over time to begin to exercise independent judgment and discretion within the limits of established procedures.

The position requires the ability to be flexible with the work day they may have planned. Must be able to cheerfully adjust to a necessary, and immediate change in their day. Must have excellent interpersonal skills, project coordination experience, and the ability to work well with the RCEDA Board, tenants, and clients. The Office Manager will need to cultivate professional and productive relationships with local, state, and national government agencies, civic organizations and, most importantly, area businesses. This job requires strong communications organizational, writing, computer and internet skills.

The Office Manager and Bookkeeper will also be responsible for collaborating to draft the yearly RCEDA budget, in coordination with ED and the Economic Development Specialist (EDS).

The RCEDA manages a \$3 million loan portfolio. The bookkeeper manages the loan accounts.

It is essential for this position to be open-minded and flexible with regard to work to be performed. This position will require a great amount of self-motivation and self-directedness. Must be able to perform under moderate to high pressure. A high level of organizational skill is necessary in prioritizing projects.

Supervisory Responsibilities:

- None.

Travel Required:

- Professional Development Opportunities and meetings.

Duties/Responsibilities:

- Assist the Executive Director (ED) and Economic Development Specialist (EDS) with assigned tasks.
- Maintain and organize all files. Will not make substantial changes without discussion.
- Perform with accuracy, detail, and timeliness, all bookkeeping duties for RCEDA and RBC.
- Perform all payroll and payroll reporting tasks.
- Maintain monthly budgets and cash flows leading the staff to adhere to monthly finance meetings.
- Understand and provide necessary alerts to cash flow or budget issues that need attention.
- Assist the ED and EDS to prepare the annual budget.
- Print reports and essential documents for Finance Committee and Board of Directors meetings.
- This position is the lead for the annual audit. Being prepared for the audit is part of the bookkeeper's daily routine. Prepare for and assist with annual accounting audit.
- Manage loan accounts and files, including client information, invoicing and collecting loan payments, sending reports to loan clients.
- Maintain the information and prepare a welcoming atmosphere in the RBC lobby.
- Assist with facility management and coordination including tenants, conference room rental, maintenance schedules and communications,
- Help develop, plan and coordinate agency fund development activities and special events.
- Practice positive teamwork (i.e. practices collaboration and open communication; embraces diversity; is open to change and continuous improvement; encourages and empowers others to achieve).

Required Skills/Abilities:

- Familiar with QuickBooks
- Knowledge of bookkeeping principles and practices. Working knowledge of written communication and sentence structure.
- Skill in gathering, organizing and interpreting data. Ability to handle a variety of moderately complex bookkeeping tasks in in preparing, recording and examining fiscal records.
- Computer literate with the ability to learn loan fund software.
- Duties require professional verbal and written communication skills and the ability to proficiently use the Microsoft Suite of products.

Preferred Knowledge and Skills:

- Expert use of QuickBooks
- Advanced Computer proficiency in Microsoft products, such as Word, Power Point, Access and Excel, Outlook, as well as Adobe or other graphic design and layout programs.
- Experience in non-profit organizations, in management and decision making roles.

- Familiar with project coordination.
- Familiar with proposal writing and grants administration.

Required Education and Experience:

- High School diploma or equivalent.

Work Environment:

- Office environment.
- Dress is business casual.
- Applicants must have the ability to work flexible hours.
- Flexible schedule to include evenings and rarely over 40 hours per week.
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Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Affirmative Action/EEO Statement

Ravalli County Economic Development Authority is an equal employment opportunity employer (EEO). RCEDA does not refuse employment or discriminate in compensation or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name

Signature

Date