**Job Description**

**Office Manager / Executive Assistant**

**Position Summary:** The primary job responsibilities are:

* Financial to include accounts payable, accounts receivable and payroll.
* Human Resources for the company.
* Office support services including mail, phones, calendar, purchases and facilities management.
* Executive Director assistance.
* Board of Directors support.

**Reports to:** Executive Director

**Essential Duties**

1. Accounting/Bookkeeping
   1. Prepare Deposits and ensure they are made.
   2. Process Credit Cards and enter deposit in the system.
   3. Prepare Checks: ensure proper documentation/invoice/W-9, get authorized signatures and distribute/mail promptly.
   4. Prepare Invoices and distribute.
   5. Ensure Beach Services vendors pay according to their contract. Ensure the Beach Services Manager is apprised of negligent vendors.
   6. Work closely with the Sunset Market manager to ensure all vendor payments are made and correctly entered.
   7. Reconcile credit card purchases. (Visa, Staples, Office Depot)
   8. Reconcile bank accounts.
   9. Process payroll. Coordinate all information with the payroll company. Ensure information is entered into the accounting system.
   10. Assist with Event-oriented bookkeeping.
   11. Maintain the cash flow projection.
   12. Prepare documents for and attend Budget Committee meetings.
   13. Backup both accounting systems as required but at least once a week.
   14. File the 990N, 199N and RRF-1 for the Foundation at the end of the calendar year.
   15. Prepare documents for the CPA to complete the Tax Return for Main Street Oceanside Inc at the end of the fiscal year ending in June.
   16. Work closely with the Auditor for the annual audit. Prepare documents and making documents available during the annual audit.
   17. Prepare the Worker’s Compensation reconciliation report as required.
   18. Prepare 1099’s for independent contractors.
   19. Prepare the annual Sales and Use Tax Return.
   20. Maintain files for both documents and accounting.
   21. Closeout and rotate files as appropriate.
2. Human Resources. Perform all aspects of HR for the organization.
   1. Overseeing the hiring/onboarding process for new employees.
   2. Compile and enter data in the payroll software.
   3. After receiving payroll, prepare checks for distribution and enter payroll in the accounting system.
   4. Maintain employee records.
   5. Ensure managers train employees on company policy and procedures and safety.
   6. Ensure State mandated Sexual Harassment training is completed by all employees and our special Independent Contractor.
   7. Support the entire workforce within the company.
   8. Have a working understanding of laws and regulations involved in hiring and firing and uses this knowledge to ensure the business is well protected and ran efficiently.
   9. Ensure mandatory posters are received and posted.
   10. Be willing a seek expert assistance.
3. Insurance.
   1. Maintain the following insurance policies:
      1. Property
      2. Event (Special Events and Beach Services, Morning Farmer’s Market and Sunset Market)
      3. Worker’s Compensation.
      4. Volunteer
   2. Maintain an up-to-date valid drivers list for the Main Street owned vehicle.
   3. Request additional insured coverage for parties at the request of staff members.
4. Proofread documents for the organization.
5. Reports
   1. Prepare the Quarterly Reports for the City of Oceanside (Beach Services, Farmers Market, Kiosk and Sunset Market). Also prepare the Beach Services Quarterly Concessionaire Report.
   2. Business Property Tax Report. Due April 1st for the previous calendar year.
   3. Sales Tax Report. By January 31st each year for the prior calendar year.
   4. 1099’s. Mail to contractors by the end of January. Send the final 1096/1099 to the IRS by February 28th.
   5. Annual Foundation tax reports.
   6. Annual Audit. A copy must be given to the City Financial Services Department each year.
6. Miscellaneous.
   1. Email.
   2. Mail
   3. Reconcile & request payment for the 217 N Coast Trash bill that is split: MSO – Sunset Market (45%), Petite Madeline (45%) & Oceanside Theatre (10%).
   4. Drop off paperwork at the City.
   5. Work special events as required.
   6. Reconcile the weekly Farmers Market payment.
7. As directed by the Executive Director.

**Position(s) Reporting to this Position:**

None

**Requirements:**

Education:Bachelor’s degree or 5 years experience preferred

Skills and Abilities: The idea candidate will have:

* Organizational skills
* Communication skills – strong written and proof-reading
* Computer skills –
  + QuickBooks
  + Microsoft Office
  + Internet search and research
* Bookkeeping skills
* Human Resource skills
* Supervisory skills
* Interpersonal skills

Salary range $45,000 to $65,000 commensurate with skills and experience

Benefits include health insurance, life insurance, cell phone stipend