



## **SPECIAL OLYMPICS SOUTH DAKOTA FULL TIME OFFICE MANAGER JOB DESCRIPTION**

### **GENERAL STATEMENT OF DUTIES:**

Perform clerical work coordination of a variety of functions within the Special Olympics Office.

### **REPORTS TO:**

Direct supervision by President/CEO.

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### **DUTIES AND RESPONSIBILITIES:** (Listed examples may not include all tasks to be assigned).

#### **1. General Duties:**

- a. To coordinate office activities with President/CEO on a daily basis.
- b. Have working knowledge of all office machines and office equipment.
- c. Correspondence for all the office staff as indicated by the President/CEO.
- d. Responsible for ordering and receiving all office supplies with President/CEO.
- e. Responsible for contacting appropriate business for annual maintenance and/or repairs as needed
- f. Maintain accounting and up to date procedural manuals.

#### **2. Mail:**

- a. Responsible for opening mail on a daily basis with the President/CEO.
- b. Maintain and update all mailing lists on computer including SOI removals. Process the SOI High Dollar Report
- c. Deliver outgoing mail to box for daily pick-up.
- d. Responsible for adding postage and supplies as needed to the postage machine.

#### **3. Bookkeeping:**

- a. Receipt and deposit all incoming funds in a timely fashion.
- b. Receipts/"Thank You" mailed out on a daily basis.
- c. Update all Financial Records on a timely basis.
- d. Process all invoices and accounts payable vouchers with proper verification.
- e. Write checks for invoices, payroll, and other expenses as authorized by President/CEO.
- f. Process all Unified Champion School receipt submissions
- g. Submit all checks to President/CEO.
- h. Update invoice files after payments have been remitted.
- i. Prepare payroll (PTO tracking), taxes and benefits for staff bi-monthly.
- j. Provide all financial information for the Annual Audit.
- k. Maintain accounting up to date procedural manuals.

**4. Receptionist:**

- a. To answer telephone and greet visitors as needed.
- b. Take messages for staff as needed.
- c. Supervise part-time receptionist staff member

**5. Computer/Copier:**

- a. Responsible for updating, inputting and printing data as requested.
- b. Responsible for notification regarding maintenance of copier.
- c. Responsible for IT updates and communicating with business regarding IT.

**6. Inventory/Maintenance:**

- a. Responsible for ordering and receiving Office Supplies with President/CEO.
- b. Responsible for contacting appropriate business for annual maintenance or repairs as required.

**7. Other Duties:**

- a. Help with any events on an as needed basis.
- b. Assist with the Unified Champion Schools programs as it relates to your position.
- c. To perform any other duties as required or assigned by President/CEO.

Note: This position would include minimal travel. Due to the extensive evening, weekend and travel assignments of many of the staff, along with other requirements of the position, the 8:00 – 5:00 concept of work time-frame is challenging to consider. The staff of Special Olympics South Dakota is required to operate with a time frame of whatever it takes to insure quality results.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned.

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