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JOB DESCRIPTION - SECRETARY/TREASURER

DEPARTMENT: Finance and Administration

JOB TITLE: Secretary/Treasurer

REPORTS TO: Chief Operating Officer

PURPOSE: The purpose of this job is to maintain and control all general ledger accounts and prepare financial reports. Additionally, manages office personnel ensuring that office operations are consistently performed in an accurate and timely manner.

JOB DUTIES:

General Ledger/Finance Duties:

- Coordinates/administers with the COO a plan for the control of operations to include: profit planning, sales forecasts, expense budgets, accounts receivable, cost standards, saving opportunities, and capital investing, together with the necessary controls and procedures to execute the plan.
- Compares performance with operating plans and standards. Provides reports and interprets the results of operations to all levels of management.
- Enforces the corporation's credit and collection policy.
- Ensures protection for the assets of the business through internal control, internal auditing, procuring proper insurance coverage, and continuous improvement.
- Timely prepares, and as required meets with regulatory auditors, concerning necessary local, federal and state documents, including income, sales, excise, and property tax reports.
- Reviews and signs all accounts payable and payroll checks.
- Responsible to make sure statements such as bank statements are reconciled monthly.
- Monitors monthly journal entries and balances general ledger accounts.
- Records cost on sales or purchases and prepare monthly inventory reports.
- Assists with preparing for external audits.

JOB DUTIES:

Administration Duties:

- Develops and updates employee policy manuals ensuring the company's management principles, policies and programs are consistently practiced.
- Manages employee benefits to include insurance, 401k retirement programs, etc.

Management Duties:

- Manages department staff/resources ensuring: hiring procedures properly followed, job duties and responsibilities effectively communicated and performed, and performance evaluations conducted in a timely manner.
- Assists in job recruitment, orientation programs and on-the-job training as directed by the President.
- Assists with hiring and training of office personnel.
- Supervises office employees and workflow, re-distributing work as necessary to ensure quality job performance and compliance of mandated deadlines.
- Provides employees with benefit information.

JOB REQUIREMENTS:

1. Knowledge of basic accounting principles and the ability to perform complex mathematical calculations.
2. Knowledge of accounting procedures as well as federal, state, and local rules and regulations.
3. Ability to maintain a high level of confidentiality, relating to all duties and responsibilities such as payroll, finance, personnel records, or other confidential documents.
4. Knowledge of benefits programs and the ability to administer and communicate benefits programs.
5. Ability to communicate effectively with company personnel/management and foster communication throughout the office.
6. Excellent management skills and the ability to deal effectively with people.
7. Ability to communicate in both oral and written forms.
8. Ability to operate all office equipment required to accomplish job duties such as computers, typewriters, fax machines, copiers, calculators, and telephones.
9. Knowledge and ability to implement all safety procedures in accordance with established company policies and procedures.
10. Ability to remain calm and professional during peak periods of activity.
11. Ability to comply with all work related deadlines.
12. Knowledge of organizational methods and the ability to manage multiple tasks/duties simultaneously.
13. Ability to provide assistance and support to other work related areas as required.
14. Ability to work daily and extended hours as needed.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Occasional
 Sitting Continuous
 Walking Occasional
 Bending/Kneeling/Crouching/Stooping Occasional
 Reaching Above Shoulder Occasional
 Climbing (stairs, ladders, etc.) Occasional

Working on Heights:

Unprotected Heights Occasional
 Protected Heights Occasional

Lifting Weights from 1 to 50 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials N/A
 Weighing from ____ to ____ Pounds

Being Around and/or Operating Moving Machinery/Equipment Occasional

Operating a Vehicle (as a part of your job) N/A

Read/Monitor Gauges on Various Equipment/Machinery Occasional

Hand Movements:

Recording Data Continuous
 Operating Office Equipment Continuous
 Operating Computer Continuous
 Simple Grasping (right and left) Continuous
 Firm Grasping (right and left) Occasional
 Fine Manipulating (right and left) Occasional

Foot Movements to Operate Foot Controls N/A

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: NO

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office Continuous
 Multiple Locations N/A
 Plant N/A
 Equipment/Maintenance or Repair Area N/A
 Rough Terrain N/A
 Other N/A

BASIC MENTAL REQUIREMENTS:

This job requires the mental capabilities to analyze and reconcile statements and accounts utilizing calculating abilities. Furthermore, this job requires excellent oral/written communication skills in managing office personnel, resources, and providing all necessary reports.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist including occasional periods of extended computer work.

TRAINING:

Safety:

Right to Know
Hazardous Materials/Chemicals
Regular Safety Meetings
Emergency Procedures

Other:

Employee Handbook
On-the-job Training

JOB QUALIFICATIONS:

Education

Four (4) year College Degree in
Accounting

Experience

Five-(5) year's experience in the
accounting field
One (1) - Two (2) years supervisory
experience, preferred

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Secretary/Treasurer

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature