

RULES AND REGULATIONS -- PERSONNEL

CGCC JOB DESCRIPTION OFFICE ADMINISTRATOR

MINIMUM STANDARDS

- High School Graduate
- Business and office experience especially with Account Receivables & General Ledger.
- Proficient with computers and a variety of software ranging from accounting to word processing.
- Familiar with a variety of office machines.

PURPOSE: Under the general supervision of the Club Manager, the Office Administrator handles the day to day front office business activities, including but not limited to the following duties.

DUTIES:

1. Primary responsibility is to maintain confidentiality of business, Board activities and member issues.
2. Become proficient with the TOPS accounting system in order to enter daily Accounts Receivables, apply quarterly and miscellaneous charges and provide A/R reports as needed.
3. Maintain a friendly, professional, courteous, efficient business office atmosphere, which includes: answering questions, dispensing information, and directing member needs to the appropriate people.
4. Prepare and make bank deposits as needed.
5. Support committee chairs as needed.
6. Prepare and mail annual moorage and rampage billing to Marina users; update and maintain Marina registration information. Maintain current Marina moorage waiting list.
7. Issue keys, decals, and passes to members. Maintain excel spreadsheet with owner cars and decals issued.
8. Attend Board meetings, record and process Board minutes.
9. Maintain Cape George web site with current information and postings.
10. Maintain property and home transfer information in TOPS system. Prepare monthly membership report for the Board meeting. Provide new member packets and billing coupons. Supply Welcoming Committee with new member information.
11. Maintain master document files of both print and digital format for current rules and regulations, charters and changes in the By-Laws.

RULES AND REGULATIONS -- PERSONNEL

12. Maintain member data in Connect water system, including transferring readings, analyzing spreadsheet data, and communicating information to owners and Water Committee.
13. Operate office machines, such as photocopier, computer, postage, and fax machine.
14. Prepare receipts for members' cash payments.
15. Prepare and send special billings and mailings.
16. Type, file, and mail correspondence required by the Club Manager and the Board of Trustees.
17. Print election materials. Maintain member list for Election Committee. Prepare tally sheets for Election Committee.
18. Manage electronic key lock operating system for all areas of the Club and issue cards and FOBs to members.
19. Process annual membership General Assessment and Fee billings for posting and mail no later than the last week in December.
20. Mail delinquency notices members and apply late fees to their accounts.
21. Provide property information to title companies and account information to owners on request.
22. Communicate information to membership through written correspondence, phone and mass email system.
23. Maintain master calendar and clubhouse rental spreadsheet.
24. Maintain and reconcile general petty cash fund and reconcile marina petty cash fund.
25. Open and distribute daily mail.
26. Assists Manager as needed.

Approved at Board of Trustees Meeting dated: October 10, 2013.

Richard Hilfer, President

Carol Wood, Secretary