

Office Manager

Under the general direction/supervision of the President is responsible for WPEA finances, including accounting, budgeting, payroll, taxes, and financial reports. This is the journey level class. The position exercises independent judgment and devises their own work methods and schedules within broad guidelines. Employee is expected to maintain and update WPEA accounting systems in conjunction with the President. Individual must be able to perform the essential duties and uphold the policies set by the organization.

Knowledge & Skill Requirements

1. Knowledge of finance, accounting, and budgeting including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Ability to analyze financial data and prepare financial reports, statements and projections. This is normally acquired through a combination of the completion of a Bachelor's Degree in Accounting and/or three to five years of accounting experience.

Primary Responsibilities

WPEA

- Process accounts payables and other payments write checks as needed and coordinate with the WPEA Secretary-Treasurer for check signing/approval of online bill payments.
- Review and summarize monthly staff activity reports tracking hours worked by program, expense reimbursements, credit card charges and vacation/sick/exchange time used or earned. Distribute individual summary to each staff and prepare monthly summary report for supervisors.
- Prepare semi-monthly payroll and cash outs as well as additional member payroll during collective bargaining negotiations.
- Prepare payroll reports.
- Reconcile bank statements monthly for all asset & liability accounts - nine different banks/credit unions with 40 total accounts.
- Assist in the development of the annual operating budget including income, expenses and salary projections. Consult with the President, Secretary-Treasurer & Trustee(s) on the fiscal aspects of program planning, salary recommendations, and other administrative actions.
- Prepare monthly adjusting journal entries including:
 1. UFCW Fees
 2. Prepaid member and retiree dues
 3. Depreciation

4. Business reply mail
 5. Equipment Maintenance Agreements
 6. Insurance – property, bonding and building
 7. Alarm/security system fees
 8. Legal fees
 9. Website fees
 10. Server warranty
 11. Salary allocation by program number
- Prepare monthly financial statements including:
 1. Items of Significance
 2. Financial Indications
 3. Income Statement
 4. Statement of Fund Balance
 5. Six-month Comparison of Income and Expenses
 6. Balance Sheet
 7. Program Expenses
 8. Membership Count
 9. Meeting & Special Events
 10. Variable Expenses
 - Prepare additional reports:
 1. 1099/1096 - Dept. of the Treasury/IRS – Annual
 2. 1094B/1095B - Dept. of the Treasury/IRS – Annual
 3. UFCW Financial Reports – Quarterly
 4. UFCW Bonding Questionnaire – Annual
 5. SEP-IRA Statement to employees - Annual
 - Oversight of WPEA credit card through US Bank.
 - Coordinate with external auditors in completing audits.
 - Review auditor prepared annual tax returns for errors or omissions.
 - Work directly with vendors including Comcast, USPS, Alarm Center, Konica Minolta etc.
 - Prepare deposits as needed.
 - File paid vouchers and other associated financial records.
 - Attend monthly Trustees meeting.
 - Ensure all financial reporting deadlines are met.
 - Maintain employee files including W-4, I-9, benefits forms, direct deposit, hire letter and operations agreement and emergency contact info.
 - Work with Secretary-Treasurer for change of bank signatories as needed.
 - Maintain equipment/assets listing.
 - Administer company provided benefits including:
 1. Health care – though PEBB
 2. Life insurance – though PEBB and Standard Insurance
 3. Long term disability – though PEBB

4. Employee vacation, sick and exchange time earned or used
 5. Retirement benefits – both SEP-IRA and UFCW Pension Plan
 6. Employee wellness benefit
- New Employee Orientation including:
 - Administer building security software – Entrée.

Other Responsibilities

- Attend Staff Meetings.
- Order office & janitorial supplies when needed.
- Answer telephone in conjunction with other staff as needed.
- Retain server information & passwords.

WPEA Building Association

- Process accounts payables and receivables.
- Prepare monthly financial statements including income statement and balance sheet.
- Prepare annual budget.
- Bank reconciliation of two accounts.
- Monthly adjusting journal entries Including:
- Calculate monthly lease payment – done annually.
- Perform minor building repairs as possible.
- Monitor/oversite of irrigation system.

WPEA Political Action Fund

- Prepare weekly (C-3), monthly (C-4) and annual (C-1PC & L-3) Public Disclosure Commission Reports as required using the provided software Orca.
- Prepare monthly financial statements including income statement and balance sheet.
- Monthly bank reconciliation for two accounts.
- Oversee the addition and removal of contributor's semi-monthly direct contributions through ACH online banking.