

**UNITED WAY OF KENTUCKY**  
**JOB DESCRIPTION**

**Position Title: Administrative Manager**

**Reports to: President**

**Purpose of the Position:**

Nurtures and maintains positive relationships with customers.

Assures the efficient operation of the organization.

Maintains all campaign, accounts receivable, accounts payable, and payroll records with the highest degree of accuracy.

Provides essential administration and support for the Kentucky Employees Charitable Campaign and other statewide campaigns.

**Key Responsibility Area: Customer Relationship**

To establish and maintain constructive relationships with customers.

- Displays a “customer” orientation.
- Responds with a sense of urgency to requests by customers and colleagues.
- Uses interpersonal skills to resolve conflicts and instill cooperation.
- Assures local United Ways meet membership requirements.

**Key Responsibility Area: Accounting**

To maintain all financial records and prepare financial reports.

- Maintain all campaign and receivable records.
- Is responsible for receipt and disbursement of all funds with strict adherence to the policies and guidelines of the auditor and the Board of Directors.
- Maintains a high level of proficiency in all campaign and financial software.
- Assures that all essential records regarding payables and receivables are maintained and secured.
- Maintains all bank accounts, recording transactions, balancing accounts monthly and transferring funds between accounts as necessary.
- Prepares monthly financial statement for review by the President and Treasurer.
- Assures that all government reports are accurate and filed on time.
- Maintains records of payroll, tax forms, sick leave, vacation time, etc. on individual employees with strict adherence to confidentiality.
- Supervises work of payroll firm, ensuring accuracy and timely payment.
- Works with auditor on yearly audit for all accounts.

**Key Responsibility Area: Administration/Office Management**

To coordinate the work of the office, purchase of needed supplies and support other staff.

- Organizes office procedures and monitors general office operations.
- Assures the orderly appearance and functioning of the office.
- Performs needed clerical functions and reviews work submitted by the staff and volunteers for accuracy and completeness.
- Maintains all current mailing lists and coordinates all office mailings, including newsletters.

- Handles incoming mail, logging in cash and checks, and telephone communications.
- Coordinates arrangements for meetings of Board, committees and other events.
- Oversees equipment maintenance, e-mail administration, and orders office supplies.
- Composes communications as needed.

**Key Responsibility Area: Campaign Administration**

To provide the administration and record keeping for the Kentucky Employees Charitable Campaign and to assist in preparation of campaign materials and events,

- Assists in planning, organizing, and conducting the campaign.
- Supervises a temporary data entry clerk during the campaign.
- Oversees the audit of each cabinet's reports, and preparing deposit slips.
- Reviews pledge data entry, maintains an accurate computer record of the campaign and generates weekly reports for distribution to United Ways, KECC Coordinators and key state personnel.
- Assists in preparation of campaign materials, training, and special events.
- After campaign, coordinates distribution of campaign funds and maintains all campaign bank accounts. Works with auditor on yearly audit.
- Provides support to coordinators, field offices, and participating charities as requested

To provide staff support to other Statewide Campaigns (i.e. Enterprise Rent-A-Car)

- Assists in planning, organizing, and conducting the campaign.
- Assists in preparation and distribution of campaign materials.
- Coordinates presentations by local United Ways.
- After campaign, coordinates distribution of campaign funds.
- Provides support to coordinators and local United Ways as requested

**Qualifications**

Bachelors Degree preferred, with advanced training or significant experience in bookkeeping, electronic data processing, project management, computer and secretarial skills.

Excellent organizational and communications skills.

Ability to develop and maintain successful working relationships with the members, the general public, volunteers, state employees and other members of the staff.

Technical proficiency in Microsoft Office applications, database management, and QuickBooks.

Willingness to travel in Kentucky and to work non-standard hours when needed.