

New Jersey Golf Job Description



Position Title: Manager, Administrative Services

Status: Exempt

Reports to: Director, Operations

Overview:

The Manager, Administrative Services, will report directly to the Director of Operations and will have a variety of responsibilities including finance and human resources, office management and Board of Trustees support.

There is no remote or work-from-home allowance for this position which also requires non-traditional hours such as early mornings and/or late evenings, and possible weekends. A “peak season” work week may extend beyond a total of 40 hours.

Duties and Responsibilities

- Maintain full QuickBooks general ledger for NJ Golf, Caddie Scholarship Foundation and Youth Foundation
- Process all cash receipts, accounts payable and bank deposits
- Administer payroll, employee benefits and retirement plan
- Assist outside accountant, auditor and Treasurer with preparation of monthly financial statements and all necessary reports
- Schedule and coordinate all NJ Golf Board and Executive Committee meetings
- Schedule and coordinate monthly Staff meetings
- Assist with database management in HubSpot i.e. club contacts, individuals
- Purchases NJ Golf promotional items and oversees inventory
- Assume office management responsibilities
- Assist with general inquiries and customer service requests
- Assist with other tasks as assigned by Executive Director and senior staff

Required Skills and Qualifications

- Demonstrated ability in bookkeeping and financial operations
- Experience working with a team on multiple tasks concurrently
- Strong written and verbal communication skills
- Proficient in MS Office, QuickBooks; working knowledge of HubSpot and Zoom
- Excellent organizational skills
- Courteous and professional demeanor
- Valid driver’s license and means of reliable transportation
- Ability to lift and move approximately 50 lbs
- College degree or equivalent work experience

Personal Characteristics

- Demonstrated ability to contribute to a high-functioning team and to work cooperatively and effectively with team members
- Superior organizational skills and extreme attention to detail
- Ability to identify, analyze and resolve problems in a timely manner
- Ability to manage multiple projects, delegate duties, and work independently or with a committee
- Demonstrates high energy level and flexibility, a pleasant persona and sound judgment.

Compensation and Benefits

- Salary: \$52,000-\$72,000 per year, commensurate with experience
- Comprehensive benefits package including Medical, Dental, Vision, Life, Simple IRA and PTO
- Travel Expense Reimbursement

To Apply

To apply, submit a resume, cover letter, and references using the link [here](#).

About New Jersey Golf

NJ Golf is a non-profit organization of public and private clubs and courses dedicated to the service of golf. Founded in 1900, our mission is to promote and preserve the traditions of the game of golf in the State of New Jersey. For nearly 125 years this fundamental principle continues to guide the NJ Golf.