Job Description: Office Manager, Oakcliff Sailing

Oakcliff Sailing a unique training and coaching center with 103 boats, an America’s Cup like compound in downtown Oyster Bay, New York. Facilities include a clubhouse, boat yard, and climate-controlled building which house boat and sail storage, as well as rigging, composites, winch and hardware workshops. The signature Acorn and Sapling Programs have been established to train promising sailors aged 15 and above in all aspects of grand prix racing from the front office to the water to the boat shed. There is also a small retail store and bunkhouse upstairs.

Reporting to: Executive Director

Start Date: Immediate

Term: Full time / flexible – approximately 40 hours per week

This position is ideal for a detail oriented, high energy individual who enjoys an ever-changing flexible work environment. This person will be a part of a team and as such, other team members are available to assist in duties and learning and the office manager is expected to support other team members. Specifically they will be working closely with the rest of the management team.

Office Manager Responsibilities:

* Be the first person to greet visitors, athletes and vendors
* Primary person answering the phones, shipping and receiving
* General office organization
* Direct an on-site trainees and staff and manage part time worker / cleaners (if any) in setting up bunk house, laundry and general cleaning and organizing of office and communal spaces.

Retail and Customer Service:

* Maintain inventory of small retail area
* Sell to the public and visiting athletes
* Process on-line orders
* Work with Regatta Program Director on ordering

Bookkeeping Responsibilities (shared with outside accountant and other team members depending on skill level)

* Maintain books and filing systems including retail receipts, petty cash, bi-monthly bill pays. (using commerce-sync)
* Collect all accounts receivable and provide timely AR reports to program directors
* Maintain files and fixed asset schedule and in-kind donation aging schedule
* Monthly, Quarterly, yearly, event and program financial statements
* Maintain and service donor records in conjunction with the development director (using Neon CRM)
* Spot check and maintain approved vendor list with purchasing agent
* Monitor and ensure all required filings are done on time, 1098-C, donor letters, etc. with the rest of the team
* Prepare items required by auditors to ensure the continuation of limited comment audit reports.

Services and Duties outside of Role:

* Payroll
* Bank Transfers
* Monthly Bank Reconciliation

Skills needed:

* Quickbooks experience much preferred or be a quick learner
* Expensify experience or willing to learn
* Bookkeeping experience preferred
* Non Profit experience preferred
* Excel and Word experience required
* Sailing knowledge required

References Required

Salary Commensurate with Experience

Please send cover letter, CV/Resume covering both business and if relevant, sailing experience and salary requirements to [race@oakcliffsailing.org](mailto:race@oakcliffsailing.org).