



**Office Manager
(Full Time and Exempt)
First Tee - Phoenix**

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry into everything they do. These character education programs are offered at golf courses, elementary schools, and youth centers in the community.

Mission Statement

To impact the lives of young people in Maricopa County by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Job Summary

The Office Manager is responsible for internal operations including support of the Executive Director and Board of Directors.

Key criteria for success in position:

- People person – acts as the director of first impressions and is often someone’s first interaction with First Tee – Phoenix
- Self-directed – gets things done without direction while understanding the big picture
- Process minded – loves to create systems that lead to efficiency and support a fast-paced environment
- Multi-tasker – can keep a smile and do a lot at once

Responsibilities

Below is not intended to be an exhaustive list but a general overview of the core functions.

- Office management
 - Be the lead for all things related to a properly functioning office environment – computers, phones, space, supplies, etc.
 - Learn basics of organization to effectively answer questions from members, board, general public, etc.
- Financial
 - Perform all accounts payable/accounts receivable duties
 - Works with accounting firm to ensure timely reports
 - Tracks donations, handles deposits, and ensures timely tax receipts

- Human Resources
 - Supports all functions of the hiring/onboarding process
 - Provides a welcoming environment on day 1
 - Coordinates all payroll and benefits
 - Maintains confidential records
- Database super user
 - Can work easily in multiple databases and provide support to others in the office
 - Understands queries and how to use data
- Support
 - Schedules, confirms and supports board of directors, committee and other meetings
 - Builds and distributes board dockets and ensures timely completion of meeting minutes
 - Other duties in support of the Executive Director as needed

Qualifications/demonstrated ability to

- Experience as a bookkeeper (minimum 2 years), understanding of non-profits/donations a plus
- Track and accomplish weekly, monthly, quarterly, and annual tasks without direction
- Work in an office environment and understand how to create meaningful processes (minimum 3 years)
- Provide excellent customer service to internal and external constituents
- Experience with Salesforce, Quickbooks pro, ADP, Stripe, and/or PayPal preferred
- High School diploma required and some combination of work experience or aligned college course work (i.e.: business, accounting)

Seniority and reporting

Office Manager reports to the Executive Director and is a member of the leadership team.

Salary range and job type

- Full time traditional work week with the ability to work some nights and weekends as needed
- Annual salary based on experience and starts at \$50,000
- Paid holidays and paid time off
- Reimbursement of business-related mileage
- Paid health insurance
- Retirement plan

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to jobs@firstteephoenix.org. NOTE: All final candidates must pass background check and complete SafeSport training.