



## **On Broadway, Inc. Job Description**

Position Title: Accountant/Office Manager  
Reports to: Executive Director  
Status: Full time, exempt salaried position.

### **Qualifications**

- Proficient in Microsoft Office and QuickBooks.
- Experience running payroll and with quarterly and year end payroll reporting.
- Experience with accounting practices including AR, AP, Adjusting Journal Entries, and Financial Statement preparation.
- Bachelor's or Associate Degree in accounting preferred, may substitute with experience.

### **Job Purpose**

The Office Manager/Bookkeeper (OM) has a primary function to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, financial reporting, communication, and safety. A successful Office manager should also have experience with a variety of office software (email tools, spreadsheets, and databases), QuickBooks, and be able to accurately handle administrative duties. Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company and accounting procedures and day-to-day operation.

### **Compensation and Benefits**

The salary range for this position is \$45,000-\$50,000. Compensation will be commensurate with experience. Benefits include a retirement plan; paid vacation and holidays; health, dental and vision insurance; flexible work environment; and bonus eligibility.

### **Hours**

The office manager is responsible for maintaining consistent hours open to the public. Generally, the office should be open 8 a.m. – 4:30 p.m., Monday through Friday. There are a limited number of evenings and/or weekends to support large events.





### **Essential Functions of the Office Manager**

- Daily accounting functions including accounts payable, accounts receivable, cash receipts, deposits, journal entries, reconciliations, etc.
- Assists with annual budget preparation and monitoring
- Manage EBT process and inventory
- Oversight of HR functions including insurance, retirement, compliance, and notifications
- General admin functions of the office
- Additional admin support for Executive Director including schedule management
- Manage staffing of office hours
- Assist with sponsorship and contract tracking
- Assist with managing CRM software
- Submit monthly reports to WEDC
- Internal reporting for staff and board of directors
- Coordinate office supplies and ordering
- Receive and delegate inbound calls and voicemails
- Data entry
- Manage and secure all usernames and passwords
- Manage [info@onbroadway.org](mailto:info@onbroadway.org) email address and delegate as needed
- General filing
- Manage files on server – consistent saving, electronic forms, etc.
- Manage district vacancy listings by working with community partners and databases
- Inventory management
- Grant research
- Assist with tracking volunteers and hours
- Update Employee Manual as needed
- Update Office Manual as needed
- Prepare monthly board packets
- Maintain a clean and orderly office environment
- Backup special event support as needed
- Special projects as needed

This job description should not be interpreted as an all-inclusive list of responsibilities. It is intended to provide a broad understanding of responsibilities which may fluctuate on season and needs within the office.





### **Estimated Allocation of Duties**

- 15% General admin functions of the office
- 10% Maintaining documents, lists, district communications, and tracking spreadsheets
- 5% Submit monthly reports to WEDC
- 60% Accounting functions including AR, AP, Payroll, EBT, financial statement and internal reporting preparation
- 5% Special Projects and file management
- 5% Grant research
- HR functions including new hire paperwork and orientation and exit interviews





## **About On Broadway, Inc.**

On Broadway, Inc. (OBI) is a business improvement district in the heart of downtown Green Bay. We work closely with other districts in the City of Green Bay including Downtown Green Bay, Inc., Olde Main Street, and Military Avenue Business Association.

As an accredited Main Street organization, we follow the 4-point approach for community revitalization:



We are responsible for more than 40 of some of Green Bay's most recognized events including Farmers' Market on Broadway, Fire over the Fox, igNight Market, Taste on Broadway, Levitt AMP Music Series, Mural & Busker Festival, and more. Additionally, we facilitate public art initiatives, district clean sweeps, business recruitment and retention, residential and commercial development, branding and promotion, and other special projects such as the Green Bay Public Market, Christkindlmarket, Shipyard, and Leicht Park redevelopment.

