



Job Description, Office Manager

Roland Park Civic League and Roads & Maintenance Corporation
5115B Roland Avenue, Baltimore MD 21210

This position is currently part-time, five days per week and **available immediately**.

The Office Manager is responsible for daily operations of the Civic League and its affiliated organization Roads and Maintenance Corp., directly reporting to the President of each. He/she is the League's representative, working independently with residents, vendors and the public. The Manager must possess outstanding interpersonal skills with the ability to prioritize and re-prioritize daily. The successful candidate will be attentive to detail in oral and written communication, while possessing organizational acumen. The Manager will need good time management skills, as well as the ability to multi-task and operate with poise and diplomacy in stressful situations. Board Members collaborate closely with the Manager in planning and executing routine tasks and special projects. Using discretion, the Manager may perform duties of a sensitive and confidential nature. Information about Roland Park, its governance structures and geography may be found at <https://rolandpark.org>

Manage Shared Office

- Answer telephone calls, emails and walk-in inquiries of residents, boards and the public
- Order and maintain supplies, vendor accounts; adapt to new technology.
- Utilize PC with Microsoft Office (Word, Excel) daily; maintain filing system, electronic & paper
- Administrative tasks, facilitate and attend meetings as requested. Basic Lifting up to 35 lbs.

Civic League (RPCL)

- Update records of board member terms, meeting minutes & agendas
- Assist President and board as requested
- Assist board in planning of annual meeting in May and July 4th parade
- Liaison between residents and board when necessary

Roads and Maintenance (RM)

- Assist President and Architectural Review Board (ARB), including Google site maintenance
- Receive, process and prepare resident applications monthly; including notifications of results
- Research property covenants within onsite records
- Interface with realtors and title companies during property sales

Bookkeeping

- Utilize accounting software for all financial tasks including bill payment (i.e. Quickbooks)
- Invoice residents for RPCL dues and RM fees twice yearly
- Invoice and process payments for website ads, shared office expenses
- Process RPCL membership dues and RM fees: individual payments via check, cash or PayPal
- Monthly: reconcile bank PayPal accounts, prepare financial reports for Finance Committee
- Responsible for payment of all state & federal taxes in collaboration with the Treasurer