THOUSAND ISLAND PARK CORPORATION

JOB DESCRIPTION

JOB TITLE: Office Manager
REPORTS TO: GENERAL MANAGER
STATEMENT OF THE JOB:

Under the supervision of the General Manager, maintains daily bookkeeping functions, controls   disbursements and cash receipts plus miscellaneous clerical and administrative work as required while   greeting/handling customer inquiries and complaints. Must have ability to be flexible, organize own   work and possess good interpersonal skills.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- Maintain general journal and subsidiary ledgers. Maintain accounts receivables, accounts payable, cash receipts, and payroll and disbursements records.

- Prepare monthly trial balance, income statement, balance sheet and all other required reports for all ledger accounts.

- Prepare bank deposits, withdrawals and disbursement checks. Check and submit all bills with back up for authorized signature(s). Responsible for maintaining required balances in each account. Monitor temporary investments. Reconcile monthly bank statements for all accounts.

- Receive and receipt cash. Post all payments on computerized accounting system. Act as cashier for office transactions. Periodically balance petty cash and cash on hand.

- Compile & submit bi-weekly payroll report. Monitor/file vendor's payroll reports plus quarterly/annual NYS & federal reports. Contact payroll vendor for all payroll concerns.

- Prepare and submit required unemployment insurance verifications. Maintain unemployment files.

- Make periodic state and federal corporate tax payments in consultation with auditor. Contact auditor/treasurer regarding any IRS communication.

- Prepare all bills and special payments for cottage owners and organizations. Generate monthly overdue bills. Maintain customer records. Print monthly customer open receivables reports.

- Maintain personnel files and ensure all records are complete.

- Attend monthly board meetings, record meetings & prepare minutes for GM's review.

- Handle lease transfer cottage and boathouse questions/concerns. Present all transfer requests to Board of Directors at monthly meetings. Process lease renewals and transfers recording ownership changes.

- Handle stock certificate transfer requests. Present all stock transfer requests to Board of Directors at monthly meetings. Process all stock transfers and issue new stock certificates. Maintain stock records.

- Assist General Manager in the development of annual budgets with supporting account details. Oversee Plant Parenthood budget/expenses. Prepare & mail annual Rent, Tax & Service bills.

- Assist General Manager in all preparations for annual stockholder meeting including reviewing stockholder names & addresses, assembling mailing packets, proxies, roll call sheets, etc.

- Attend annual stockholder meeting. Collect & record proxies. Perform roll call and any required roll call votes. Record meeting & prepare minutes for GM's review.

- Attend & provide all required documents for all TIPC audits.

- Handle escalated issues in absence of GM (e.g. All Pest issues, cottage owner disputes, etc.)

- Handle customer/vendor requests and protests, especially those concerning accounts payable and accounts receivable.

- Prepare & mail annual stock dividend checks. Mail annual 1099's for applicable stockholders and contractors/businesses. Mail W-2's to all employees. File annual 1096 & W-4 forms.

- Report electrical and telephone trouble and/or outages. Activate seasonal on/off notices for electric and telephone applicable accounts.

- Accounting and QuickBooks management for all Foundation activity

- Invoice Guzzle and Hotel seasonal electric, telephone, and propane & internet usage for reimbursement. Invoice NYS Park for seasonal water usage.

- Notarize Corporate Leases, Assignments, etc. plus individual papers.

- First line of support for Front Desk issues (application and procedural support, etc.)

- Support of STAT services (alarm systems in Guzzle, Hotel, Office, etc.)

- IT point person (vendor point and vendor coordination, software, application and hardware needs assessment and purchases, etc.)