## Position: Full Time Receptionist/General Office Assistant and Charitable Compliance Coordinator

**CHARITABLE COMPLIANCE COORDINATOR FUNCTION:** Research State filing requirements and maintain database of State charitable registration requirements. Organize, file, track and monitor Club and Region registration activity to ensure compliance with State regulations.

**RECEPTIONIST FUNCTION**: Answers telephone and welcomes visitors; processes incoming and outgoing mail; maintains office supplies; assists Finance and Administration Director with building administration duties; webinar administration; general office duties; other duties as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**:

* Ability to demonstrate sound judgement and diplomacy in dealing with people and situations, while providing Customer Service at the highest level.
* Be organized with workflow while possessing accuracy and attention to detail.
* Possess excellent written and oral communication skills.
* Possess proficiency with computer skills in Microsoft Office Suite, Website and Database programs, as well as the ability to perform research on the web.
* Equivalent to high school graduation. Business school desirable.

**CHARITABLE COMPLIANCE COORDINATOR RESPONSIBILITIES (All on an annual basis):**

1. Update and maintain established spreadsheet of State Charitable Registration Requirements
	1. Research changes in State laws, forms, limits etc.
	2. Apply changes.
2. File Charitable Registrations for new clubs/regions and process renewals for existing clubs/regions using State specific forms and regulations.
3. Develop and maintain a tracking system for determining registration requirements and compliance.
	1. Provide assistance to RS and DC on an individual basis.
	2. Provide forms and information to club and region volunteers.
	3. Properly file/upload completed registrations.
	4. Send reminders to club/region leadership as needed.
	5. Communicate with management when non-compliance exists.
4. Maintain spreadsheet of all Clubs/Region USPC Compliance for financial reporting on an annual basis. Ie: Income Statement, Balance Sheet, IRS 990 forms.

**RECEPTIONIST RESPONSIBILITIES**:

1. Telephones:
2. Answers incoming calls and transfers to appropriate staff members.
3. Assists members with account log-in.
4. Checks Voice Mail first thing in the morning and other times as deemed necessary.
5. Mail and General Administrative Support
6. Opens, date stamps, and distributes to appropriate staff according to established procedure.
7. Lists all checks received on daily list.
8. Copies all checks, giving the checks and a daily list to the bookkeeper.
9. Distributes check copies with backup to appropriate staff.
10. Checks E-mail several times throughout the day. Responds to and disburses emails accordingly.
11. Assists with large mailings as needed.
12. Runs postage machine and UPS for all daily mail and shipments. Sees that mail and shipments are properly set out for pick up.
13. Processes credit card payments.
14. Manages and schedules conference room calendar.
15. FAX Machine:
16. Distributes received faxes to staff.

b. Sends out-going faxes or monitors those sent by others, returning to sender with notation as to status.

1. Office Supplies: Periodically inventories office supplies (weekly) and prepares purchase orders for needed supplies.
2. Volunteer/Member Assistance
	1. Assists with general navigation of the Pony Club secure website.
	2. Assist members and volunteers who call with access and password questions for the database and the website.
	3. Other projects as assigned
3. Webinar Administration: Coordinates the Webinar Program

Additional Tasks: Undertakes additional duties as requested by the Finance Manager or Executive Director.

**RELATIONSHIPS**:

Reports to the Finance and Administration Director and partners with all staff. Must work as a team member with all staff and volunteer leadership.

To Apply: Please email resume and cover letter to mainoffice@ponyclub.org.