

Job Posting: Business Manager for the New Jersey Occupational Therapy Association (NJOTA)

Reports To: The business manager will report to the president of NJOTA

Job Overview: This position is critical to the management and successful operations of a volunteer organization, representing occupational therapy practitioners in the state. This individual is the key point of contact for inquiries and communication at first level to consumers and members. Works closely with the finance and media chairs within the organization for communications, membership, and data.

Responsibilities and Duties:

- Participates in all Board of Directors meetings and events including:
  - Monthly board meetings.
  - Annual retreat.
  - Spring membership meeting(s).
  - Annual conference.
- Provides written/electronic membership and financial reports as necessary to be incorporated by the secretary in the monthly minutes of the board of directors and the annual meeting.
- Processes incoming postal mail and distributes as appropriate. Monitors telephone voicemail messages: responds to caller and, when necessary, notifies appropriate board member of the call details.
- Manages e-mail account by reviewing and distributing messages, as appropriate, to members of the board of directors.
- Maintains files stored in the “cloud.”
- Assists treasurer in preparing monthly financial reports and other tasks as needed.

- Assists, as needed, in event functions such as spring membership meetings and annual conference.
- Manages setup of all NJOTA e-mail accounts.
- Process membership cards and letters twice a month.
- Maintains membership database by updating member records, providing referral lists, confirming membership and event payments, etc.
- Processes invoices, as needed.

Qualifications:

- College degree or equivalent experience in a like position
- Proficient in Microsoft Office Suite. Experience managing and reporting from database. Financial software use a plus.
- Strong communication and organization skills.
- Flexibility to account for peak and non-peak periods of activity in the organization. Must be able to adjust hours accordingly.
- Must possess good interpersonal skills to successfully navigate transitional positions in a volunteer organization