



*The Plumber Protects the Health of the Nation*

June 2, 2024

PHCC Dayton Chapter

Re: Job Description and Duties

Title: Executive Administrator

We are seeking a highly skilled Executive Administrator to join our team and support our Executive Leadership. The ideal candidate is organized, detail-oriented, and adept at multitasking in a fast-paced environment.

**Job Summary:** The Executive Administrator will provide comprehensive administrative support to our executive leadership, including scheduling, communication management, and financial accounting. Follow the guidelines established in the Association By-laws. This role requires a high level of discretion, professionalism, and the ability to anticipate the needs of the executives. The Executive Administrator will play a critical role in ensuring the smooth operation of executive functions and enhancing the efficiency of our executive team.

**Key Responsibilities:**

**Meeting Coordination:** Distribution of monthly RSVP meeting invitations. Coordinating the meals and meetings at Milton Club. Confirm the Speaker for a meeting is confirmed 5 days prior to their presentation.

**Financials:** Responsible for the financial affairs shall include the knowledge of using Quick Books program. Reconcile bank statements monthly. Issue payment of the Association funds as approved by the elected Treasurer and/or President. Provide the Association Quarterly itemized Accounts Payable and Receivables. Working with the Board of Directors to plan and execute an Annual Budget. Provide the Board with a monthly Profit and Loss Statement. Prepare yearly income and expense reports to the Board of Directors selected accountant for tax purposes.

**Treasurer:** Provide the elected Treasurer with a quarterly profit/loss report to share with the members at the March, June, September, and January meetings. The Treasurer will provide a deposit receipt of the 50/50 drawing deposit made each month to the Executive Administrator.

**President:** Work closely with the elected President to provide financial information for budgeting purposes. Prepare the Annual budget for presenting to the Association at the February meeting.

**Secretary:** Work closely with the elected Secretary to receive the monthly meeting minutes from the meetings and receive the sign in sheets for attendance.

**Accounts Receivable:** Issue invoicing to Members and Associate Members for dues/fees that are related to such members' involvement with activities of the Association.

**Accounts Payable:** Issuing statements monthly to Members and Associate Members. Sending notices for late payment to Members and Associate Members that are 30 – 45 days past due. Providing the Board Members an Aging report quarterly. Any non-payment after 60 days needs to be presented to the Treasurer for collection.

**Continuing Education Hours:** Maintaining records of monthly meetings of those attending who earn CEU's. Responsible for reporting and recording hours with the State of Ohio. Provide the State of Ohio the Speakers Bio for approval of the CEU's. Keep these records for future use if needed. Provide members with their accumulated hours quarterly.

**Website and Social Media:** Keeping the events updated, meeting schedules, monitor inquiries and advise the Board, update the member and associate listing, etc.

**October Product Show:** Coordinate with Vendors exhibit space and billing for such event. Provide the Board and Committee assistance as needed for this event.

**Sponsorship:** There will be a need for Sponsorship from Associate Members for events. Contacting them and coordinating may be requested by the Board or a Committee.

**Committees:** it is the responsibility of membership committees to plan events. It is possible that the committee will need the assistance of the Executive Administrator. This could include sending invitations, developing advertising flyers, coordinating with an event center, assisting with getting sponsorship or door prizes.

**Record Keeping:** All documents pertaining to the daily business of the association will need to be kept digitally in the Google Cloud.

The responsibilities above will represent 90% of the job requirement. There will be times that requests from the Board or membership will fill the gap of 10%.