

Fellowship Club Office Manager

Part-Time Position

Monday–Friday, 8:00 a.m. – 12:00 p.m.

Job Summary:

The Fellowship Club is seeking a reliable, organized, and detail-oriented Office Manager to support our day-to-day operations. This role includes bookkeeping, office coordination, and communication with members and community partners—all while maintaining the anonymity and integrity of our Fellowship community.

Key Responsibilities:

- Manage and record daily cash donations
- Maintain and reconcile General and Group Share checkbooks; make transfers as needed
- Record Group Shares and issue monthly share checks to groups
- Maintain QuickBooks records (experience preferred or willingness to learn)
- Answer and return phone calls and voicemails promptly
- Prepare financial and office reports for monthly Board Meetings (2nd Saturday of each month)
- Order and maintain inventory of books, chips, apparel, merchandise, coffee, cleaning supplies, and paper goods
- Coordinate building maintenance, repairs, and inspections
- Ensure timely government filings to maintain 501(c)(3) nonprofit status
- Maintain PCI compliance and other required certifications
- Provide quarterly checkbook records to the accountant
- Assist with grant writing (with professional support)
- Keep bulletin boards organized and current
- Keep supplies stocked on all 3 levels of building
- Maintain accurate and updated lists of group meetings and district meetings
- Track delegate dues and membership payments
- Prepare and send donor thank-you notes
- Verify and pay bills accurately and on time
- Complete and file incident and accident reports as needed
- Compile the Annual Report to be reviewed at Annual Meeting
- Be available to work occasional Saturdays for large events

Qualifications:

- Strong organizational and communication skills
- Basic bookkeeping or accounting knowledge
- Proficiency in Microsoft Office and Excel
- Ability to work independently and handle confidential information
- Commitment to the principles of anonymity and service

Please forward your resume to Fellowshipclubcr@gmail.com and contact the Office at 319-364-0314 between the hours of 8:00 a.m. and noon with questions.