



**Cape Marco Property Owners Association, Inc.
1000 Cape Marco Drive
Marco Island, FL 34145**

OFFICE MANAGER JOB DESCRIPTION & DUTIES

MAIN GOALS

- Office efficiency and organization.
- Professional, friendly, and accurate communication over the phone and in person with owners, guests, staff, and vendors.
- Maintain the value of the Cape Marco as a first-class community in Marco Island.
- Exhibits interest and potential for advancement within organization.

QUALIFICATIONS

- Attention to detail.
- Excellent follow up.
- Organized.
- Proficient with Microsoft Windows.
- Proficient with Microsoft Excel and Word.
- Proficient with QuickBooks.
- Excellent written and verbal communication skills.
- Ability to multitask with great accuracy.
- Knowledge of operating standard office equipment.
- Punctual.
- Professional appearance.

PHYSICAL DEMANDS

- While performing the duties of this job you will need to talk, listen, stand, walk, and reach with your hands.

RESPONSIBILITIES AND DUTIES

- Compare invoices to contracts or proposals for accuracy.
- Ensure invoices are coded properly and paid in a timely manner.
- Assist in maintaining the operating and reserves accounts.
- Process payroll weekly.
- Work with our CPA to prepare monthly accounting reports.
- Work closely with the Treasurer and Manager.
- Issue and control the distribution of entry FOBs and transponders.
- Provide strong administrative and clerical support. Such as answering phones, taking messages, emailing, mailing, scanning, faxing, and copying.
- Maintain an organized electronic and hard filing system.
- Open, sort, and distribute mail daily.
- Prepare and modify documents including correspondence, report, drafts, memos, and emails.
- Maintain up to date owner contact information.
- Maintain calendar for Social and Card Room reservations.
- Assist Manager with meeting preparations, notices, agendas, Board Books, and meeting minutes.
- Assist with research and order items for the property.
- Maintain and update housekeeping supplies.
- Maintain a neat and organized office and storage.
- Other duties as assigned by the Manager.