JOB DESCRIPTION

OFFICE MANAGER

Minnesota Farm Bureau Federation (MFBF)

FUNCTION: The Office Manager is responsible for supporting the general operation of the MFBF. The Office Manager is responsible for maintaining accurate membership records, administration of the organization’s membership system, provide operational management of building security and maintenance, assisting to the Director of Operations, and coordination of all board of directors’ meetings.

AUTHORITY: To assist in planning, organizing and carrying out the mission of MFBF programs, events and board activities, along with coordination and management of the statewide membership system to ensure the maintenance of accurate membership records.

REPORTABILITY: The Office Manager is accountable to the Director of Operations.

RESPONSIBILITIES:

MEMBERSHIP

• Administration of the statewide membership system
  o Provide training on the membership system to users in order to ensure ability to navigate the membership system and assure accurate and clean membership system
  o Assist counties, staff and other users to create county reports, labels, etc.
• Maintain accurate membership records
  o Balancing lockbox with bank reports
  o Balancing membership numbers with ACH
  o Balancing online deposits with online payments on the membership system
  o Input new members and process manual check payments
  o Verification of data in accordance with members
  o Deposits to the various entities involved in the organization
  o Verification that membership numbers are correctly distributed
• Creating and distributing monthly membership reports
• Analyzing membership numbers and data to ensure accuracy and understanding information
• Customer service and problem solving for counties, agents, FBFS staff and members
• Depositing to various general ledger accounts and balancing the accounts with Director of Operations on a monthly basis
• Maintaining communications with our counties through county mail and email, ensuring they have the most up-to-date membership information
• Sending invoices to the counties and others on bills owed to MFBF
• Verifying that exemptions or waivers are in compliance and can be authorized
• Communication with counties, staff and board on membership issues and membership system

OFFICE MANAGEMENT

• Provide notice and direct correspondence with the MFBF staff and board of any organizational meetings
• Take accurate meeting minutes during the MFBF Board Meetings
• Assist the Public Policy, Membership & Marketing and Foundation team with various administrative duties
• Assist with the coordination of the MFBF Annual Meeting. This includes securing contracts with hotels, meeting room arrangements, registration for staff and board, overall event coordination
• Serve as the state coordinator for the American Farm Bureau Federation Annual Meeting. This includes securing contracts with hotels, meeting room arrangements, registration for staff and board, overall event coordination
• Create, organize and maintain files of the organization
• Keep an accurate and up-to-date yearly calendar for the organization
• Keep an accurate and up-to-date listing of all the scheduled county Farm Bureau annual meetings
• Order all office supplies for the organization

OPERATIONS
• In charge of building security and system
  o Assigning security key fobs to the Minnesota state office and informing new and existing employees of the business guidelines in our office
• Coordinate maintenance of Farm Bureau building
  o Responsible for office wide shredding
  o Contacting maintenance personal and coordinating to maintenance and repairs to be done to the building

OTHER
• Directing mail to correct teams and personnel
• Keeping track of the returned mail PO Box ensuring correct charges and that enough monies are in the account
• Other miscellaneous duties as assigned by Director of Operations

QUALIFICATIONS:
• Excellent written and oral communication skills
• Ability to plan, organize and execute
• Associates degree in Accounting or Business
• Ability to perform basic and higher mathematical calculations
• Ability to work as a team player and promote a cooperative work atmosphere
• Strong skills in performing data entry and database management
• Ability to create and present reports, as well as correspondence regularly
• Efficient in solving problems and working with multiple variables
• Agricultural experience preferred

Duration: Permanent full-time position
Job Location: Minnesota Farm Bureau Federation, Eagan, MN
Compensation: Salary based on experience and job qualifications

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