

MOBILE TEAM TRAINING UNIT IV

NOW HIRING

OFFICE MANAGER

JOB DESCRIPTION:

MTTU IV is a not for profit law enforcement training organization. In accordance with the Illinois Police Training Act administered by the Illinois Law Enforcement Training & Standards Board, MTTU IV provides police training to law enforcement agencies within a 9 county region.

This is an Administrative position which reports directly to the Training Coordinator. As the Office manager, you will become knowledgeable of the organization and its operations. The duties of this position are primarily bookkeeping. Ancillary responsibilities include administrative support including maintaining accurate filing and record systems, customer service, coordinating and documentation of meetings, some data entry, and ensuring work is done in a timely manner. This position has access to confidential and sensitive information. Effective interaction with local, state, and federal law enforcement agencies is necessary. Performs other duties as directed by the Training Coordinator.

PRIMARY FUNCTIONS:

Due to the tasks involved in this position, the candidate will be Quick Books and Excel proficient and work will be conducted in accordance with generally accepted accounting principles. This candidate will be responsible for accurately preparing and recording all financial transactions, including A/P, A/R, invoices, bank deposits, transfer of funds, federal & state tax reports reconciling bank statements, and preparing payroll and disbursements. Responsibilities also include creating, maintaining and updating personnel files when necessary. The Office Manager will ultimately be involved with audit preparation relating to financial activity, training files, disposition of records, and inventory.

This candidate will be involved in the preparation of reports that are mandated by the Illinois Law Enforcement Training & Standards Board or as directed by the MTTU IV Training Coordinator.

This position will have access to sensitive information and the ability to maintain confidentiality is paramount. Occasional travel may be required to attend meetings. A background investigation will be required.

QUALIFICATION REQUIREMENTS:

- Proficient in Quick Books or similar accounting program with some accounting background preferred.
- Proficient in Excel, Outlook, Microsoft Office
- Valid Driver's License and the means to travel to board meetings as directed by the Training Coordinator.
- Minimum of 3 years of previous experience or specialized training in an administrative support function or professional office environment; previous experience in a local government setting is a plus.
- Excellent verbal and written communication skills, including the ability to communicate with tact and professionalism under various conditions. Must be detail oriented and highly organized; selected candidate is a self-starter with the ability to work independently and as part of a team.
- Versatility and independent judgment is required to plan, prioritize and effectively manage a diversified workload.
- Training will be provided. Duration of training will be dependent upon the candidates' progress.

WORK SCHEDULE:

Monday – Friday, 8:00am to 4:30pm

SALARY/BENEFITS:

This is a Full Time non-exempt position. This position includes a generous benefits package, which includes paid health insurance and an Illinois Municipal Retirement Fund (IMRF) defined pension plan. Anticipated starting pay is \$19.00 to \$20.00 per hour and is dependent upon qualifications and experience.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to qcpolice@mttuiv.org
Attn: Leonard M. Mendoza
2. Applicants must indicate (**MTTU IV Office Manager Position**) in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, drug testing, employment and reference check.
4. Resumes will be accepted through August 16, 2017. Interviews will be conducted the week of August 28, 2017.