

Duxbury Yacht Club Office Manager – Full time – Full Year Position

The Duxbury Yacht Club (The Club) located in Duxbury, MA is a private, family-orientated club which provides golf, tennis, sailing, swimming and paddle tennis. The Club which was founded in 1875, has an 18 hole championship golf course, nine tennis courts, three paddle tennis courts, swimming pool, and a waterfront facility with launch service.

Summary of Duties and Responsibilities:

The Office Manager reports directly to the Vice Commodore and oversees the office staff and works and coordinates with the part time controller on appropriate accounting and financial issues. The Office Manager is responsible for the efficient management and operation of all activities that reside in the Duxbury Yacht Club (DYC) office. This includes (but not limited to): internal club communications, human resources policies and procedures, accounting procedures including accounts receivable, accounts payable, payroll, financial analysis, maintenance and updating of membership database, maintenance and updating of technology resources both hardware and software. In addition, the manager provides support on special projects to members of the Executive Committee as well as committee chairs and other DYC employees.

Basic Qualifications:

Bachelor's degree preferred or equivalent.

Additional Qualifications:

Minimum five to ten years business office experience and additional human resources/hospitality experience a plus. Knowledge and experience in accounting procedures, financial analysis, human resources procedures and payroll. Ability to learn new procedures quickly such as the club organizational policies and procedures.

Experience and confidence using accounting software; will be required to execute accounting tasks such as general ledger entries, billing, payroll, and ensure accuracy of entries and coding of accounting system.

High Proficiency using Excel and Microsoft Office suite required.

Ability to handle complex and confidential employee and member information with discretion.

High level of professionalism; oversee and work collaboratively with office staff; work together and collaborate with other employees throughout the club.

Excellent customer service, interpersonal, communication and teamwork skills and ability to work well within a fast paced environment with interruptions. Ability to think well under pressure and make sound decisions.

Should be comfortable analyzing and recommending improvements to processes and procedures. Aptitude and desire to learn new software and applications.

High level of professional enthusiasm and motivation.

**Interested candidates, please send cover letter and resume to jobsDYC2019@gmail.com

Additional Information:

The Duxbury Yacht Club offers a competitive benefits package.

United States work authorization (required)

EEO Statement: We are an equal opportunity employer and all applicants will receive consideration for employment without regard to race, religion, color, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

