



## **IAOB OFFICE MANAGER Position Available**

### **Job Summary**

The **IAOB Office Manager** is responsible for the day-to-day office management activities and the accounting operations for the International Automotive Oversight Bureau, including the production of periodic financial reports, accounts receivable and payable management, and maintenance of accurate and timely accounting records.

### **Job Description**

The **IAOB Office Manager** manages the financial accounting activities, manages the daily Southfield Office activities, the calendars, and expenses for the IAOB Executive Director, Managing Director and IATF Director. The IAOB Office Manager participates in strategic planning activities with the IAOB Leadership team and supports the strategic goals as well as preparing financial statements and management reports. The IAOB Office Manager is responsible for establishing and maintaining the internal controls and for maintaining and continuously improving the accounting and office management processes to be as accurate, effective, and efficient as possible.

### **Essential Functions and Responsibilities:**

- Issue timely financial reports to the Leadership team.
- Calculate and issue financial and operating metrics.
- Manage the adherence to the annual budget and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Ensure the accurate and timely processing of accounts payable, expense reports, daily cashflow control.
- Ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.
- Establish and maintain systems and controls that verify the integrity of financial systems, processes, and data, and enhance the company's value.
- Continuously improve systems and controls for effectiveness and efficiency.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Responsible for taking and distributing meeting minutes for the Steering Committee Meeting and other meetings as required.
- Coordinate the provision of information to external auditors for the annual financial audit.
- Communicate with co-workers, management, vendors, Certification Bodies, and others in a timely, courteous, and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions, including GAP.
- Manage Insurance and Risk Programs including timely application and renewals of general liability, property, umbrella, work comp, crime, D&O, E&O, and security bond policies.
- Back-up notary public as required.

- Other administrative support duties as assigned.

### **Knowledge, skills & abilities**

- Excellent understanding of accounting practices and procedures.
- Self-directed, self-starter with excellent problem-solving skills.
- Demonstrated leadership abilities with current or prior management experience.
- Ability to manage multiple tasks in an organized and efficient manner.
- Ability to work a flexible schedule.
- Detail oriented.
- Able to communicate effectively in both written and spoken word.
- Willingness to take on additional tasks and/or projects as required.
- Must display ethical conduct.

### **Education & Experience**

- Bachelor's degree in accounting or business administration, or equivalent business experience and 5+ years of progressively responsible accounting and financial management experience for a not-for-profit 501c3 organization.
- Certified Public Accountant or Certified Management Accountant designations preferred.
- Previous work experience with and demonstrated knowledge of QuickBooks Enterprise software.
- Microsoft Word, PowerPoint, Outlook, and Excel experience required.

### **To apply:**

If you meet the above criteria and are interested in collaborating with a great international automotive team, then please send resume or CV to Ms. Cherie Reiche, Managing Director of the IAOB at [creiche@iaob.org](mailto:creiche@iaob.org).

Thank you!