Job Title:	**Marina Office Manager**	Approved Date: ☒ New ☐ Revised

General Position Information:

This specific job description covers the basics functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

DOL Overtime Status:	**Pay Type:** Hourly	**Location:** All
Employment:	**Base Pay** DOE	**Department:** All
Workers Comp Code:	**Level:**	**Reports to:** Marina Director/ Scott Burt
EEOC Class:	**Benefit Class:**	**Supervises:** All Office Staff

Position Summary:

Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)

- **Education/Training (or equivalent):** ☒ H.S. Degree ☐ College Degree* ☐ Certification/License*

- Experience:
Position requires superior verbal and written communication skills and positive people skills. Must be able to think critically and listen carefully.

- Technical or Administrative Knowledge:
Thorough knowledge of QuickBooks, Excel and marina operating software is required. Budgeting and spreadsheet knowledge, as well as basic accounting skills are required. High organized and methodical.

- Specific Skills and Abilities and/or:
Must be able to generate effective working relationships with contractors/vendors/concessionaires, and other marinas/marine related businesses.

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.
0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

- Physical Requirements: ☐ **Light:** Lifting 0-10 pds. ☒ **Moderate:** Lifting 0-25 pds. ☐ **Heavy:** Lifting 25+ pds.

m - Bending/stooping	m - Standing	m - Lifting	m –Color / Depth perception
m - Reaching above/below the waist	m - Kneeling	l -Taste/Smell	m -Fine hand & finger movements
m - Pushing/pulling movements	m - Sitting	l -Typing	m -Operate motor vehicle
m - Climbing stairs / ladders	m - Walking		m -Operate various equipment

- Working Conditions and Schedules:

- Necessary traits for this position: ☒ Seeing ☒ Hearing ☒ Talking* ☒ Reading* ☒Writing*

☐ Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third-party interaction.

☒ Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc.: ☒English ☐Spanish ☐French ☐Other _____

Job Title:	**Continued**	Approved Date: ☒ New ☐ Revised

Job Functions, Unique Duties and Responsibilities:

Essential Functions include but are not limited to the following:

- Monitor and adjust as necessary-daily office policies and procedures.
- Coordinate employment issues with Marina Director.
- Set goals-review as necessary with marina office staff. Solicit input carefully and regularly.
- Perform ship-stores inventory controls and regular quarterly audits.
- Assist marina director in setting ship-store clerk's schedules.
- Ensure daily cash management and revenue reconciliation reports are in balance.
- Prepare bank deposits.
- Process all A/P with approvals and submit to CMM weekly for payment processing.
- Process all end of month reports and billing.
- Assist Marina Director in preparing annual operations budget.
- Establish purchasing reports and authorizations.
- Strictly monitor fuel pricing.
- Ensure marina A/R accounts are kept in good order.
- Oversee outside vendor operations and compliance with marina policies/insurance requirements.
- Establish/maintain ambitious standards of cleanliness and professional service to tenants and enforce the same through equally ambitious standards of employee conduct and performance.
- Monitor/enforce marina office rules and regulations.
- Help ensure state licensing and inspections are in place and in compliance.
- Address/respond to issues/complaints/accidents immediately.
- Be accountable for secure handling of cash and credit cards, and for the correct collection of services rendered.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Date _____