



NCIDA Office Manager

Newton County Industrial Development Authority (NCIDA)

Full-Time | Reports to Executive Director

Position Summary

The Newton County Industrial Development Authority (NCIDA) is seeking an organized, detail-oriented Office Manager to oversee financial activities and responsibilities of the organization, administer daily office operations and provide administrative and financial support to the Authority. This position plays a key role in ensuring the efficient operation of the office while supporting staff, coordinating events, and maintaining financial records.

Essential Responsibilities

- Manage bookkeeping, accounts payable/receivable activities, bank reconciliations, and financial records with NCIDA accountant on reoccurring monthly and yearly.
- Work with internal government partners for payroll and other financial transactions.
- Manage all fiscal activities, major fixed assets and fiscal aspects of contracts and projects.
- Collaborate with Treasurer and Executive Director for investments if NCIDA funds for compliance with investment policies and collateralization.
- Maintain organized records, calendars, files and any other office documentation.
- Coordinate calendars, meetings, travel, and scheduling for staff.
- Prepare and present financial analysis reporting for monthly board meetings.
- Plan and coordinate Authority meetings, events, and facility reservations.
- Manage office operations, supplies, and vendor relationships.
- Provide administrative support to the Executive Director and staff.
- Maintains policies and procedures of the NCIDA and updates to reflect process improvements.
- Responsible for preparation of financial reports, correspondence, presentations, bids and special projects to NCIDA leadership.



- Prepares and presents annual budget.
- Serve as the primary point of contact for public officials, visitors, partners, and guests with a professional and personable approach.
- Other responsibilities as assigned.

Qualifications

- Associate degree or equivalent professional experience demonstrating the knowledge and skills to effectively perform the skills of the role preferred.
- Thorough knowledge of modern accounting principles and practices, particularly as they relate to county government, with experience in office management, bookkeeping, and administrative functions.
- Proficiency in QuickBooks and Microsoft Office.
- Strong organizational, communication, and customer service skills.
- Ability to manage multiple priorities while maintaining confidentiality and professionalism.
- Ability to establish and maintain close working relationships with a diverse group of individuals based on consistent, fair and ethical treatment.

Compensation

Salary is commensurate with experience. NCIDA offers a competitive benefits package, including health insurance stipend, retirement, paid leave, holidays, and professional development opportunities.

About NCIDA

The Newton County Industrial Development Authority (NCIDA) serves as the single point of contact for economic development projects in the region. NCIDA leads efforts to recruit new businesses and industries while supporting existing employers with expansion and retention initiatives. The organization is committed to developing a highly competitive workforce and establishing a Regional Retail Hub. NCIDA also collaborates with community partners to preserve and enhance the quality of life in Newton County, Georgia. The Authority offers a welcoming environment for professionals who want to support sustainable growth and community development.