

MEDC – Office Manager

Job Overview:

The McCook Economic Development Corporation (MEDC) is a nonprofit organization, funded by both private and public sectors, focused on fostering a vibrant economy and dynamic business environment in McCook and the surrounding area. Guided by a governing board, active members, and full-time staff, MEDC is recognized as a leader in economic development, proactively driving growth and community improvement in line with its mission.

MEDC is seeking an enthusiastic and driven individual to join our team. As the Office Manager, you will work closely with the Executive Director and Board of Directors with a variety of financial, operational, administrative, and organizational support functions in this role.

Skills/Qualifications:

Proficiency in QuickBooks is essential. While experience with state and federal grant program management is preferred, it is not required. Candidates must demonstrate the ability to work independently with minimal supervision, possess a thorough understanding of payroll processes and financial management, and be proficient in Microsoft Office software. Candidates should also possess strong organizational and communication skills, attention to detail, and effective time management.

Financial and Administrative Operations

- Proficient in QuickBooks, Financial Management, Bookkeeping, and Reporting
- Budget Assistance
- Payroll, Accounts Payables & Receivables

Compliance and Reporting

- Quarterly & Annual Reporting
- Revolving Loan Fund Tracking/Reporting
- Grant & Building Management

Organizational Administration Support

- Board & Executive Meetings
- Meeting & Event Coordinating
- Membership Coordination
- Administrative Support



Core Skills

- Effective communication, operational efficiency, and stakeholder engagement.
- Strong organizational skills and attention to detail.
- Quality customer service skills and communication.

Compensation and Benefits:

- Competitive Hourly/Salary Range (based on Experience and Knowledge)
- Aflac Supplementary Health Insurance
- Monthly Health Stipend
- Retirement Plan
- Paid Time Off (PTO)
- 8 Paid Holidays

Application Instructions:

For more information or to review the complete job description, visit our website at www.mccookne.org. Send a (1) letter of interest, and (2) current resume with references to the McCook Economic Development Corporation, 402 Norris Avenue, Suite 301, McCook, NE 69001. Application packets can be emailed to charlie@mccookne.org. Only complete application packets will be considered. To ensure full consideration, application packets must be received by January 20, 2025.

An EEO Employer

