

Office Manager/Executive Assistant to the CEO

Iredell County Economic Development Corporation (ICEDC)

Location: Mooresville, NC – Charlotte Region

Reports to: President & CEO

Employment Type: Full-Time

About Iredell EDC

The Iredell County Economic Development Corporation (Iredell EDC) promotes economic growth, job creation, and community prosperity throughout Iredell County. We partner with local government, industry leaders, and educational institutions to support business development and enhance the economic vitality of the region. We are seeking a highly organized, detail-oriented, and proactive **Office Manager/Executive Assistant to the CEO** to join our team.

Position Overview

The Office Manager/Executive Assistant oversees the organization's operations, accounts payable, accounts receivable, financial processes, vendor management, compliance, board and investor relations, event planning, and day-to-day administrative functions. This role is ideal for someone who thrives in a dynamic environment, can manage multiple priorities, and enjoys supporting organizational efficiency and growth. The Office Manager/Executive Assistant must be a self-starter with strong communication and organizational skills and the ability to work independently.

Key Responsibilities

Corporate Operations

- Manage daily operations for the organization and related entities.
- Oversee office supplies, equipment, vendors, contracts, and facility maintenance.
- Serve as the point of contact for IT vendors and troubleshoot technical issues.
- Maintain a depreciation schedule of equipment and assets
- Maintain records and review insurance policies and renewals
- Manage employee leave, mileage, and visa receipt and reconciliations.
- Organize and maintain corporate filing systems (electronic and physical).

Financial Management

- Manage accounts payable and accounts receivables to include investor invoicing, banking transactions, and reconciliations.
- Prepare and review monthly financial reporting for all ICEDC entities in partnership with the Bookkeeper.
- Coordinate annual audits, financial reviews, and tax filings with CPA firm.
- Ensure compliance with all local, state, and federal documentation requirements.
- Maintain financial records, policies, and procedures.
- Initiate and track investor invoices, payments, and coordinated outreach on past-due accounts.

Board and Investor Relations

- Lead logistics and planning for board, councils, and signature events, including budgeting, securing the venue, catering, materials, and invoicing.
- Maintain official board records, minutes, and board rosters.
- Maintain investor information and contacts in the CRM (Podio).
- Manage investor billing, renewals and onboarding
- Support investor outreach and recognition efforts with the communications team.

Human Resources

- Maintain the Employee Handbook and personnel policies.
- Ensure compliance for employee benefits and insurance policies.
- Track employee leave, holidays, birthdays, and anniversaries.
- Support onboarding and offboarding processes.

Tracking & Reporting

- Assist CEO with records management in file and in CRM.
- Maintain records and minutes for board meetings and audit
- Track general inquiries and information requests.

General Administrative Support

- Provide administrative support to the President & CEO, including scheduling and communications.
- Serve as the primary front-desk greeter and main phone contact.
- Maintain office housekeeping and supply levels.
- Assist with technology, subscriptions, memberships, and vendor coordination.
- Support all team events, catering, venue arrangements, registration, name badges, and related tasks.

- Perform additional duties as assigned.

Qualifications

- Bachelor's Degree in business, finance, accounting, or related field; OR equivalent combination of education and experience.
- Minimum of five years of experience in administration or operations.
- Proficiency in QuickBooks, Microsoft Office, Zoom, Teams, and comfort with learning new technologies.
- Strong Critical Thinking and Problem Solving Skills
- Strong understanding of accounting principles and bookkeeping software.
- Strong written and verbal communication skills.
- Highly organized, able to manage multiple tasks and deadlines effectively.
- Excellent attention to detail and accuracy
- Excellent interpersonal skills, including the ability to build solid relationships and support among a broad range of people and positions.
- Establishes priorities and meets deadlines.
- Enthusiastic and motivated to be in a support position to ensure organizational success
- Resilient, adaptable, open to change that result in efficiency and quality to support the organizations goals
- Self-motivated, proactive, and able to work independently.

How to Apply

Interested candidates should submit a Job Application, Cover Letter, and Resume to job@iredelledc.com.
Incomplete applications will not be considered.