



**INDIANA PHCC**  
**JOB DESCRIPTION: APPRENTICESHIP SUPPORT MANAGER**

IN PHCC is currently seeking an Apprenticeship Manager that will



work under the Executive Director and Operations Manager to learn the association systems and support management of the Mechanical Skills Apprentice school contract. This is a full-time position with majority time spent in Mechanical Skills office. The position requires excellent organizational skills with high attention to detail, accuracy and follow through. Outstanding interpersonal skills to communicate with a diverse group of professional contractors, students, and instructors. Knowledge of different web platforms and accounting procedures preferred. Our ideal candidate will be a quick learner and able to work independently. Must be highly organized, detail driven, and have strong communication skills.

**Mechanical Skills Duties:**

- Maintain ALL Student Records
  - Licensing
  - OJT Sheets
  - Grades
  - Termination Letters
  - Job Change information
  - Class change info
  - Develop data base
  - Work with Indiana Professional Licensing Agency to ensure timely approval of apprentice cards
  - Enrolls apprentices year round
- Facilitate all office management duties as follows:
  - Answer phones and return calls
  - Perform all required banking
  - Facilitate payroll
  - Preparation of all required information for taxes
  - Issue and track Invoice
  - Manage all accounts receivables
  - Receive deliveries (shop supplies, office supplies, cleaning supplies)
  - Proactively look for ways to reduce expenses
- Coordinate all facilities management duties as follows:
  - Contract management for cleaning, trash, lawncare, snow removal and so on
  - Address emergency building issues such as roof leaks, plumbing and mechanical malfunctions
- Information technology duties as follows:
  - Contract and coordinate all computer, printer and server needs and maintenance

- Manage technology platforms in Moodle and coordinate Remind platform messaging
- Teacher support as follows:
  - Coordinate all payroll for teacher, subs, and specialty consultants to get paid on a timely basis
  - Make contact and resolves issues with teacher and contractor if issues arise
  - Arrange makeup classes with teachers
  - Bill contractors for make-up classes and pay teachers
  - Work with Director of Curriculum for material updates per all four years as needed including set up changes/edits and printing
- Maintain Contractor and Employer files
  - BAT enrollment and requirement
  - Student list
  - Database
- Board meeting administration as follows:
  - Maintain files i.e. minutes and agendas
  - Maintain bylaws
  - Schedule teacher meetings as needed
- School support as follows:
  - Order books and ensure appropriate inventory
  - Order all supplies and ensure appropriate inventory
  - Facilitate student registration
  - Set up all classes
  - Check in students for the first week of class
  - Print and distribute rules and regulations to students
  - Prepare and distribute school calendar

**Indiana PHCC Duties:**

- Manage accounts receivable, accounts payable, and general ledger; produce accurate monthly financial statements
- Maintain QuickBooks, online banking, EFT for three accounts: Checking, Savings, PAC; perform monthly bank reconciliations
- Manage reserve account through Investment Advisor
- Manage all financial aspects of both the Association and the Indiana Contractor Connection. Facilitates billing and collection of membership dues (contractor billings twice a year.) Recommends cost effective operating procedures.
- Perform follow-up on past due accounts ensuring collection and maintaining acceptable 30-60-90 day receivable balances.
- Manage Association Management database for association, Mechanical Skills and Contractor Connection.
- Facilitate billing for magazine advertising including Sustaining member advertising.

- Order all training materials, publications, and codebooks from National and coordinates billings.

**Minimum qualifications**

High school diploma or GED

5-7 years of relevant work experience that includes accounting

Experience with Quickbooks or similar bookkeeping platform

Proficient in Office Suite including Excel

Ability to type 65 wpm

Familiarity with or willingness to learn various tech platforms including Moodle, Zoom & Remind.

**Soft Skills**

Resilient and determined; must be able to stay the course in light of opposition or difficulty

Ability to resolve conflict effectively

Ability to communicate & work with myriad of personalities

Troubleshooting skills

Compensation – Salaried Position

Contact: Brenda Dant, Indiana PHCC – [brenda@iaphcc.com](mailto:brenda@iaphcc.com)