

LEWISTON ROUNDUP



P.O. BOX 314
Lewiston, Idaho 83501

May 3, 2018

Re: Office Administrator Job Opening

We are a non-profit year-around equine/multi-use recreational facility under the direction of a volunteer twenty-one (21) member Board of Directors. We are committed to providing a community facility and producing a high-end annual rodeo for our expanding, loyal and satisfied customer base. We recognize that success comes from our commitment to excellence and having the right people on the team. We are looking for an Office Administrator who is dependable, responsible and detail-oriented. In addition, this person needs to have excellent communication skills and be a team player.

KEY RESPONSIBILITIES INCLUDE –

Accounting: Relay in-house payments, expenses and invoicing's to the Bookkeeper. Collect and document customer payments. Inquire on A/R Balances through QuickBooks. Process credit card payments. Help with cash handling. Maintain all accounting, customer and vendor records, both electronically and paper. Help compile job costs and other accounting spreadsheets and reports to support the month-end closing process. Work collaboratively with other team members, mainly Bookkeeper, to complete this work in a timely fashion.

Office Administration/Management: Implement business policies and practices in consultation with the President, Secretary and Treasurer. Perform general office duties such as ordering supplies, handling incoming/outgoing mail and maintaining records and vendor lists. Maintain administrative/office files. Assist in maintaining customer and administrative files both electronically and in paper. Oversee and renew business licenses and insurance policies as requested. Coordinate with outside IT and other vendors to make sure team member needs are being met. Update evolving website information on a regular basis. Coordinate facilities and office equipment management with appropriate service providers. Ensure premises are clean and presentable always – garbage, kitchen, clean surfaces. Sales support as needed, including but not limited to assembling marketing materials, preparing customer proposals and compiling costing support.

Rodeo Administration: Coordinate volunteers as needed for events. Learn and utilize ticketing software to facilitate event needs. Hire additional office help during rodeo preparation. Make ID, riding membership and VIP badges. Order Ketch Pen supplies as necessary. Learn website software and update website as required to keep up-to-date. Schedule facility rentals, and market facility for increased community use. Help Sponsors Director and Gold Buckle Club Director with billings, tracking and marketing new opportunities. Provide additional Director support as requested. Work closely with on-site Facilities Groundskeeper. Social media marketing support as requested.

CORE COMPETENCIES & SKILLS REQUIRED –

Knowledge of basic accounting practices and principles. Self-Starter with the ability to work independently on projects and tasks. Team Player, the ability to work collaboratively with other team members. Excellent communication skills, both verbal and written. Highly organized with the ability to keep track of multiple projects. Able to adapt to shifting priorities and multi-tasking with high attention to detail. Ability to provide good internal and external customer service. 5-10 years of administration experience handling a wide variety of responsibilities. Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook).

POSITION FACTS –

Three-Quarter-time employee with seasonality in work with some weekends. Salary DOE and negotiable; range \$24,000-30,000. No benefits are offered at this time. Will receive six holidays paid vacation, and PTO is negotiable. References be made available on request.

Resumes can be emailed to facilityjobrecruiter2100@gmail.com (Subject: Office Position) or mailed to Lewiston Roundup Association, PO Box 314, Lewiston, ID 83501.

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