



Office Manager

Reports to: Executive Director

Classification: Part-time, Non-exempt

Duties and responsibilities:

Bookkeeping duties:

- Maintain PNWA’s records in QuickBooks and QuickBooks Online;
- Log expenses, prepare payments, and generate invoices for PNWA members and others;
- Perform bank reconciliation;
- Generate profit & loss, aging, and other reports;
- Other bookkeeping duties as assigned.

Meeting and event planning:

- Negotiate contracts with meeting hotels and other event venues/contractors;
- Manage arrangements with event venue: meeting rooms, set up, decoration, menus, media, billing, etc.;
- Develop themes, program content and promotional concepts;
- Manage invitations, speaking times, topics, and materials with speakers and guests;
- Manage meeting and event promotion, sponsor and door prize solicitation, registration, registrant services, registrant and sponsor billing, etc.;
- Manage preparation of all meeting materials: registrant packets, name tags, meeting program, support materials, signs, feedback mechanism, etc.;
- Manage all meeting follow up, including thank you notes for speakers and sponsors, hotel billing, etc.

General office duties:

- Manage multiple tasks with attention to detail, deadlines, and accuracy.
- Assist in PNWA office operations, including mail, filing, databases, PNWA’s permanent archive at Whitman College, routine maintenance of office supplies and equipment;
- Ensure that PNWA’s computer, phone, printer, and internet systems function well, with assistance from PNWA’s IT provider;
- Assist with communications efforts, as assigned;
- Assist with membership services, as assigned;
- Occasional work outside of normal business hours and occasional travel may be required;
- Other duties as assigned, to assist in meeting PNWA goals.

Physical demands:

- Ability to sit, stand and walk;
- Ability to bend, squat, and climb stairs;
- Ability to lift up to 50 pounds occasionally.

Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees;
- May occasionally walk on slippery or uneven surfaces;
- Occasional work outside of normal business hours and occasional travel required.

Employee Signature

Date

Supervisor Signature

Date