

Job Title: Part-time Office Manager
Closing Date/Time: December 19, 2018 at 5:00pm PDT
Hourly wage: \$23/hour
Hours per week: 20
Job Type: Part-Time
Location: Portland, OR

Non-profit regional trade association based in the Hollywood area of Portland, Oregon seeks part-time Office Manager, with a focus on bookkeeping and meeting management.

This talented individual will keep several plates spinning at once! You will take care of the association's records in QuickBooks Online, including expenses, payments, invoices, bank reconciliation, and generation of profit & loss, aging, and other routine accounting reports. Our new teammate will also be our meetings guru, negotiating contracts with hotels, making arrangements for our meetings throughout the region, event promotion, preparation of meeting materials and more. We will also look to you for executive support, assisting our membership with their questions, and all the details that keep a small office running smoothly. Overall, we seek an energetic, organized individual who can manage multiple tasks with attention to detail, deadlines, and accuracy.

The ideal candidate will have:

- At least three years of administrative support experience. Experience working for an association or other membership-based group is preferred but not required.
- Demonstrated expertise with both QuickBooks and QuickBooks Online
- Proficiency with Microsoft Office (Word, Excel, Publisher, PowerPoint, etc.)
- Strong written and oral communications
- Self-motivation and great time management and problem-solving skills
- Ability to work well with a small staff

We offer:

- Competitive hourly salary
- Convenient location next to Hollywood MAX station, I-84, and employer-provided free parking
- Employer-provided retirement program

Interested applicants should submit a resume and cover letter to the e-mail address listed above no later than December 19, 2018 at 5:00pm PST.

We are an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the organization that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law.