



Job Description - Washington Tourism Alliance Operations and Administrative Manager

The Operations and Administrative Manager is responsible for providing administrative support to the WTA Executive Director and for administration and management of the WTA office. This person will oversee office operations to ensure effectiveness and efficiency, including general office/business needs and support services, finance and accounting.

Roles and Responsibilities - Administration

- Provide administrative support to the Executive Director
- Oversee and manage WTA administrative tasks and calendars
 - schedule meetings
 - email and phone communications
 - maintain all electronic files
 - manage all member and stakeholder communications
- Coordinate and provide staff support for Board of Directors, Executive/Finance Committee and all other WTA committees to include meeting agendas, minutes and follow up communications
- Manage WTA website to include posting of newsletters, press releases, events, and membership data base listings
- Manage publication monthly E-newsletter
- Assist with member events, including registration management and event logistics
- Maintain original contract and records of the organization
- Manage administrative and personnel information systems and human resource compliance
- Assist Executive Director with management and maintenance of administrative budget
- Maintain and manage member databases
- Other duties as assigned

Roles and Responsibilities - Finance/Bookkeeping

Maintain computerized records and execute necessary functions through the use of financial management programs; establish, maintain and advise on accounts and records in accordance with accepted accounting practices.

- Execute all aspects of payroll through CompuPay every two weeks
- Maintain payroll and compensation information
- Maintain PTO records
- Execute all aspects of accounts payable and accounts receivable
- Prepare and send out monthly new member and membership renewal invoices
- Prepare weekly bank deposits
- Assist with preparation of the annual budget with the executive director
- Ensure compliance with the terms of grants, prepare quarterly invoices, maintain auditable documentation
- Participate in monthly finance committee conference call
- File quarterly State taxes
- Confirm quarterly payroll tax payments by CompuPay

Position Requirements and Qualifications

This position requires a customer focused, results driven individual with strong administrative experience, organizational and communication skills.

- Minimum of two years administrative, project management, and bookkeeping experience
- Bachelor's degree in business or other applicable degree preferred
- Experience working with associations and/or non-profit organizations preferred
- Must have valid driver's license and auto insurance
- Must be willing to work remotely as necessary

Required Skills and Abilities

- Ability to work independently and effectively manage time to meet deadlines and organizational goals
- Ability to work efficiently and accurately with minimal supervision
- Ability to be nimble and successfully adapt to each day's varied tasks and responsibilities
- Demonstrated initiative and self-motivation
- Strong customer service and business etiquette skills
- Excellent presentation, written and verbal communication skills
- Ability to work successfully and collaboratively with staff, volunteers and customers
- Experience with principles and practices of office administration including: office practices and procedures, budget, human resources, and record keeping and file management
- Proficiency in all Microsoft Office applications including word, excel, PowerPoint, and publisher; Peachtree; membership data base software and other software applications

Physical Environment/Working Conditions

- Work involves working alone and collaborating as part of a team
- Work is generally performed within an office environment, with standard office equipment; may also include working remotely
- Work is generally sedentary in nature but may require standing and walking a portion of the time; must be able to sit at a desk for up to 8 hours a day; may occasionally be required to lift up to 25 pounds
- May be requested to work overtime and on weekends for special events; requires flexible schedule
- May require auto and air travel
- Must be able to read, write, and communicate fluently in English.