

BOOKKEEPER/ADMINISTRATIVE ASSISTANT

POSITION TITLE: **Bookkeeper/Administrative Assistant**

Accountable to: Assistant Director

Type of position: Permanent

Hourly Rate: \$21

Summary of Duties: Primary duties- Bookkeeping

- Receive and process daily payments: membership renewal
- Receive and process Event registration and payments
- Receive and process Insignia orders and payments
- Manage daily credit card receipts for membership receivables
- Prepare and complete bank deposits daily
- Manage A/P & A/R files
- Accounting data entry : daily bank reconciliations, refunds, etc
- Prepare Accounts Receivables Invoices monthly
- Prepare invoices and payments for Accounts Payable
- Manage and reconcile credit card receipts for payables
- Work with Accountant on monthly reconciliations of accounts
- Manage TPG advertisers: seek new advertisers, monitor expiration dates, invoice for renewals, Assemble and mail / advertising Media Kits
- Assist with payroll: track FTO, insurance coverage, payment cycle
- Assist Accountant with end of year inventory, taxes, records, reports, etc
- Assist and Prepare for Annual Financial Audit

General office support:

- Answer door: accept deliveries, solicitors, guests, etc
- Answer phones, redirect calls, customer service- renew dues, take orders, give membership info, event registrations, etc
- Monitor/manage general email inbox
- Receive, open, and distribute mail daily
- Receive, fill and ship orders, prepare outgoing mail
- Assemble and mail / advertising Media Kits
- Maintain Insignia and Publications inventory
- Misc filing of office documents
- Assist in routine data entry updates for member files making changes and updates to data
- Membership renewal: assist with and prepare annual billing
- Maintain office supply inventory, machines, and purchase of supplies
- Support and provide Administrative assistance to: Director, Assistant Director, Membership and Professional Services Manager with meetings and seminars and projects

Long term Projects:

- Marketing for TPG Advertisers
- Maintain TPG advertisers and records
- Maintenance of archived records, files
- Management of old AR/AP files & purges
- Other responsibilities: Special projects as assigned, other duties as assigned

Reporting relationship: The Bookkeeper/Administrative Assistant reports to the Assistant Director, and is ultimately responsible to the Executive Director

Working conditions: The office environment is non-smoking. AIPG business hours are 7:30 am to 4:30 pm, Monday through Friday.
Partial remote work is an option for this position.

Professional Dress code
Benefits offered

Personnel policies: As described in AIPG PERSONNEL POLICIES.

Qualifications: High school diploma or associate degree.
Experience with QuickBooks Online.
Professional telephone etiquette and communications skills are essential.
Computer literacy and working experience with spreadsheets and Word. Experience with advanced applications highly desirable.
(Database experience a bonus.)
Ability to complete tasks in the time allotted.
Ability to work cooperatively.
Must be able to complete duties with minimal supervision, in an expeditious manner, and with initiative.
Telephone etiquette skills.
Computer literacy.
Dependable and punctual.
Attention to detail.

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