



Association of Metropolitan School Districts

OFFICE MANAGER

Overview:

Provide financial, administrative and office support to non-profit education organization, executive director and director of communication and advocacy.

Specific Duties:

Organize board of directors and committee meetings
Record and prepare minutes of board and committee meetings
Help plan and coordinate annual conference
Produce and distribute monthly newsletter
Process accounts payable and receivable using QuickBooks
Prepare monthly disbursement report and quarterly treasurer's report
Prepare for annual audit
Assist with development of annual budget
Maintain association databases (in Excel)
Oversee computer hardware and software systems
Maintain supplies inventory
Answer phones and process mail
Assist director of communication and advocacy with website (WordPress based)

Requirements:

Strong organizational skills
Must be proficient with MS Office applications (Word, Excel, PowerPoint, Internet Explorer) and Google applications
QuickBooks experience required
WordPress experience a plus
Accounts payable/accounts receivable experience is required

Responsible to:

This position reports to the Executive Director

The Association of Metropolitan School Districts is seeking an energetic, self-motivated individual to provide part-time administrative/office management support to non-profit association. Strong organizational skills are essential. Must be proficient with MS Office applications (Word, Excel, Publisher). Responsibilities include: office management, coordinating meetings and conferences, meeting minutes, email communication, accounting, newsletter design, website maintenance and a variety of other tasks. Flexible work schedule with an average of 20 hours per week. Competitive salary and benefits package offered. Position will remain open until filled. Please email your resume and cover letter to:

Executive Director Scott Croonquist scroonquist@amsd.org

AMSD

2 Pine Tree Drive STE 380

Arden Hills, MN 55112

612-430-7750