

JOB TITLE: Administrative Assistant Part-Time

DEPARTMENT: Chamber and Tourism

DIRECT REPORT: Executive Director

PURPOSE

This position will provide administrative and operations support to the Salado Chamber of Commerce & Tourism Bureau. At this time, it is a part time position.

RESPONSIBILITIES

- Participates in annual budget process at direction of Executive Director.
- Monitors budget spending and reports to Executive Director.
- Assists as needed with planning, organizing, and implementation of Chamber/Tourism events.
- Fields and responds to inquiries from citizens, visitors, tour group, and other tourism inquiries.
- Prepares monthly agenda as provided by Executive Director and posts on website and at Chamber/Tourism office
- Takes notes at the meeting and prepares Board minutes for monthly packets.
- Coordinates all reports and information for electronic and hard copy board packets.
- Prepares and enters all Chamber membership billing and receipts into Quick Books.
- Prepares Quick Book reports (in excel) on membership status.
- Prepares and executes accounts payable and check requisitions with current process with Village accounting.
- Creates and maintains electronic documents in Accounting and Operations files on shared drive maintaining any necessary records retention schedule.
- Receives daily mail and processes to correct departments.
- Maintains presence at front desk to greet visitors and meeting attendees in absence of Ambassador volunteer.
- Perform accounting work in private office; but making sure front desk is covered.
- Answers phones and distributes calls accordingly.
- Assists Executive Director and Marketing & Event Manager as needed.
- Performs all other duties as assigned.

REQUIREMENTS

- Proficiency in bookkeeping/accounting functions using Quick Books
- Proficient in Microsoft Office
- Meeting and greeting skills in working with the general public
- Minimum of High School Diploma

- Associates Degree with Business emphasis preferred
- Must possess a valid State of Texas Driver's License

Position open until filled. For consideration, please submit a complete application, along with a resume to the Village of Salado 301 N. Stagecoach Rd, Salado, Texas 76571, by e-mail to cle@saladotx.gov, or by fax (254) 947-5061. Applications may be found on our website www.saladotx.gov. Resumes received without an application will not be considered.