**Job Description Position Title: Association Administrator**

**Position Summary:**

The Association Administrator is responsible for performing day-to-day bookkeeping duties and providing administrative and meeting planning support for Alta Management Services, and Alta’s client associations. This is a full time position.

**Duties and Responsibilities:**

The duties and responsibilities of this position include but are not limited to the following:

* Administrative duties including membership database management and communications to members.
* Meeting planning including venue contracting, food and beverage management, attendee and exhibitor registration, and other duties.
* Management of educational programming including reporting designations and credits and preparing materials for designation courses.
* Updating association websites.
* Handle all accounts payable and accounts receivable functions.
* Track all financial functions using QuickBooks accounting software.
* Invoice for all events and association programs; follow up on invoices as needed.
* Some same-day travel may be required.

**Qualifications:**

* Associate degree or higher preferred.
* 3-5 years related bookkeeping experience.
* Knowledgeable in QuickBooks.
* Proficiency with Microsoft Office platform (Excel, PowerPoint, Word).
* Ability to communicate clearly and effectively, both verbally and in writing.
* Ability to effectively interact with others and work in a team environment and providing follow-up when needed.

**Other Skills and Abilities**

* Association management and/or meeting planning experience preferred
* Ability to work in a fast-paced environment.
* Ability to work independently or collaboratively on assigned responsibilities as appropriate.
* Ability to handle multiple tasks, projects, and priorities effectively and professionally.
* Flexible and positive approach to problem solving.
* Exceptional interpersonal and customer service skills.
* Technology savvy.
* Experience with programs including Constant Contact, Survey Monkey and others

Salary will be dependent on qualifications and experience.

Apply by emailing your cover letter, resume and salary requirements to Zoey Toy at [ztoy@altamsi.com](mailto:ztoy@altamsi.com).