

Administrative Assistant for Festival Dance and Performing Arts

875 Perimeter Drive, MS 2403

Moscow, ID 83844-2403

Join a vibrant arts non-profit organization with a wide array of activities and programs! We 'bring the arts to the people and the people to the arts' while focusing on diversity, accessibility, nurturing of local talent, community involvement, and artistic excellence. Learn about the performing arts, work with young dancers, help with educational programs, and become involved with a successful and influential organization. Creativity is rewarded, flexibility is possible, and fulfillment is ensured!

REPORTS TO: EXECUTIVE DIRECTOR

SALARY AND HOURS: \$14/hour for 16-18 hours/week for 46-48 weeks of the year (office is closed Thanksgiving week, two weeks at Christmas, and Spring Break week). Occasional nights and weekends for performances and events.

START DATE: Late June 2017

PURPOSE OF POSITION

To insure the daily efficient operation of Festival Dance & Performing Arts Association as it pertains to financial matters, customer service, and director support.

RESPONSIBILITIES

Bookkeeping

- Daily recording of all monies received on tuition and other income and deposits of income
- Payment of all FDPA obligations using Quickbooks (including operating expenses, payroll and payroll taxes, prepare payroll and 941 reports)
- Monthly reconciliation of bank statements
- Prepare monthly financial reports for Board review
- Provide necessary documents as requested
- Provide printed reports from Quickbooks in a timely manner
- Maintain and update budget and budget reports

General Office- The Admin Assistant will provide support for the efficient daily operation of the office.

- Answer the telephone and perform customer service duties
- Insure proper maintenance of office equipment
- Correspondence: Data entry, mailing, filing: Board, Instructors, Sponsors, Subscribers, & Donors
- Attend FDPA Board of Directors meetings as needed

Data Management- The Admin Assistant is responsible for developing working knowledge of all computer software in order to maximize efficiency and productivity.

- Update and maintain accurate computer based records on all tuition accounts; generate reports
- Organize and maintain data files on all donors
- Maintain all donor level information
- Process and merge data for contributor, sponsor, subscriber, academy, advertisers, and other letters & communications.

Executive Director Support- The Admin Assistant is responsible for providing support services to all activities of the Executive Director.

- Preparing materials for board members and others as needed.
- Setting up display and advertising information at various venues, notifying board members, instructors, students, and others of rehearsals, events, and meetings
- Assist with all special events, performances, and projects where needed
- Selling tickets and processing orders
- Communications with instructors and parents
- Marketing material dissemination
- Staying well informed and capable of assisting students and parents with questions and information in a courteous manner.
- Designing flyers, posters, post cards, fundraising letters, etc.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

CORE COMPETENCIES

- Excellent organizational skills, and an ability to function comfortably with a diverse group of people
- Excellent writing, and interpersonal skills
- Flexible, multi-task oriented
- Ability to work with minimum supervision
- Demonstrates a high level of technical and analytical competence
- Represents oneself professionally
- Ability to maintain composure and professionalism in stressful situations

EDUCATION AND EXPERIENCE

- Associate Degree or equivalent knowledge, Bachelor's Degree preferred
- Experience and/or training in accounting and/or bookkeeping is desirable
- Proficiency in operating and maintaining office computers
- Knowledge of Microsoft Office Suite
- Knowledge of Adobe Creative Suite is preferred
- Knowledge of QuickBooks On-line is preferred

WORKING CONDITIONS

Work environment is a typical office setting with no hazardous duties. Moderate to heavy lifting up to 20 lbs is required on occasion. Stooping and bending is required when filing or in costume storage. Visual acuity and good motor coordination and finger dexterity are required to perform data entry and review work. **Must possess valid driver's license and reliable transportation with adequate insurance.**

Application deadline is Monday, June 5th. To apply, submit cover letter, resume, and names/contact information for three references to Festival Dance Director, Abby Glanville at abby@festivaldance.org.