

## **Administrative Assistant Position**

The TnHA Administrative Assistant Position is responsible for all administrative duties related to the Association's administrative functions and finances. This is a position that would require past bookkeeping / administrative experience and QuickBooks / Peachtree experience is strongly encouraged. The candidate should be very detailed oriented with the ability to handle several tasks at once. Good communication skills and an outgoing personality with people skills is a must. The candidate also must be proficient in database management, excel, advanced word processing, social media, and computer / email skills. Past association or hospitality experience would be a plus.

### **➤ Administrative Duties:**

- Maintain inventory & order supplies for office to operate efficiently.
- Contact service providers & vendors when there is a problem with office equipment or to update information.
- Research cost-cutting initiatives & find new service providers when problems arise.
- Order & maintain acknowledgements, memorials, & holiday cards for members.
- Prepare & execute mailings to members, as necessary.
- Help send emails to the membership to announce meetings & events.
- Prepare board packets for GNHA & TnHA meetings.
- Prepare materials & name badges for GNHA & TnHA meetings.
- Email out the Consent Agenda and minutes prior to each TnHA and GNHA board meeting.
- Help coordinate meetings.
- Help create or proofread outgoing communications including newsletters, letters, board minutes, marketing materials, lettering on awards, documents for board packets, & more.
- Help create or proofread all event registration forms.
- Keep detailed registration spreadsheets for all events.
- Help review & update the [www.tnhospitality.net](http://www.tnhospitality.net) website, as well as Facebook & Twitter.
- Assist in updating [www.tnhospitalityvotes.com](http://www.tnhospitalityvotes.com) website, when necessary.
- Create fill-in forms for members & proofread GNHA & TnHA Buyer's Guides.
- Help maintain the database.
- Keep & maintain files on all events & association information, as requested.
- Create documents & spreadsheets as requested by CEO, staff, & members.
- Help take pictures at events & create photo albums on Facebook for membership viewing. Email pictures out to the appropriate members.
- Help market & maintain Tennessee Green Hospitality Certification Program with Dobbin Callahan.
- File all Political Action Committee Reports for TnHA PAC and GNHPAC.

### **➤ Financial Duties:**

- Maintain TnHA, GNHA, TnHPAC, GNHPAC, & THEF bank accounts.
- Maintain reference files with credit & banking information.
- Reconcile all bank statements each month.
- Maintain accounts receivable & accounts payable for all accounts.
- Contact & discuss billing issues with members and vendors, when necessary.

- Deposit checks & process credit cards weekly.
- Maintain all accounts & contact information in QuickBooks/Peachtree.
- Frequently back up current QuickBooks/Peachtree accounts on flash drive.
- Invoice members quarterly & maintain customer records in QuickBooks/Peachtree.
- Perform other invoicing as required (for GNHA lunches, TnHA dinners, etc.).
- Maintain accurate TnHPAC & GNHPAC records & complete online filing for the TN Ethics Commission.
- Work with Decosimo (TnHA Accountant) when necessary to complete year-end accounting.
- Record payroll in QuickBooks/Peachtree.
- Create registration forms online & monitor event registrations.
- Create or proofread all event registration forms to ensure the inclusion of all necessary financial information.
- Create & maintain registration spreadsheets for all events (monthly lunches, trade show, conference, golf tournament, HCS, etc.) with detailed financial information.
- Perform registration duties at all events to check in & collect money from members.
- Create financial recaps following events (to include revenues, expenses, & net income).
- Maintain files of all deposits, bank statements, checks written, invoices paid, & receipts for all accounts.
- Generate delinquent reports & other financial reports, when necessary.