



JOB TITLE: Part-Time and/or Full-Time Accounting & Administrative Assistant

SUPERVISOR: Executive Vice-President

NATURE OF POSITION: Provide administrative support to staff and oversee all accounting functions related to multiple contracts administered by PennAg

SPECIFIC RESPONSIBILITIES:

1. Serve as administrative support to staff. Answer telephone in a friendly and professional manner; take messages, answer questions, open and distribute mail, typing and other administrative duties.
2. Assemble meeting packets and coordinating all logistics of quarterly board meetings.
3. Oversee accounting functions for multiple contracts administered by PennAg and attend meetings of those contract organizations. This would include accounts receivable, accounts payable, monthly reconciliation of bank statements, preparing/distributing financial reports and audit preparation.
4. Coordinate meeting and event logistics as directed by PennAg staff (including attendee reservations, logistics, agendas, meals, signage, handouts, etc).
5. Responsible for all mass distribution of materials. This includes copying, assembling, mailing and so forth.
6. General office management including ordering office supplies, coordinating general maintenance of copier (fill paper, change toner, call for service when needed), stock beverages and order/pickup food for meetings, etc.
7. Other duties as requested by Executive Vice-President and staff.

POSITION REQUIREMENTS:

Applicant should be proficient in General Accounting & Bookkeeping, QuickBooks, Microsoft Office, and Database Management.

Applicant should be professional with attention to detail and customer service, highly organized, detail oriented, have the ability to multi-task and prioritize duties, have good time management skills, take instruction from multiple people and anticipate staff needs.

HOURS: PT – 15-20 hours/ week- schedule is negotiable. FT would be 40 hours/week with a benefits package.

TELE-WORK: Is not permissible with this position. This is an 'in the office' position.

SALARY REQUIREMENTS: Compensation based on experience.

SUBMIT RESUME & SALARY REQUIREMENTS TO:

Chris Herr, Executive Vice President, PennAg Industries Association
cherr@pennag.com

DEADLINE FOR APPLICATIONS: 11 a.m. on Friday, February 14, 2022