

## Occupational Description

# Office and Events Assistant

Position: Office and Events Assistant  
Organization: Gahanna Convention & Visitors Bureau (Visit Gahanna)  
Supervisor: Executive Director

### General Description

Under the direction of the Executive Director, the Office and Events Assistant will handle the bookkeeping of the organization, manage the office and assist with events. The person in this position will assist the Director and managers in event organization and communications initiatives.

### Duties

#### Bookkeeping

- A. Responsible for bookkeeping, accounts payable and receivable, bank reconciliation, payments, revenue deposits and interest income.
- B. Maintain financial records for audits.
- C. Report on-line monthly State of Ohio sales taxes.
- D. Provide Quickbooks financial information to accounting firm for 1099 distribution and filing of the organization's yearly tax returns.
- E. Track, calculate, and file Bureau of Workers Compensation premiums.

#### General Administrative Functions

- A. Greet and assist visitors with requests and needs.
- B. Assist in day-to-day administrative needs including administrating mailings, answering telephone, responding to visitor-related email inquiries, maintaining inventory and orderliness of the office.
- C. Assist in tracking measurements that include but are not limited to visitor inquiries, visitor traffic, website traffic, social media, print advertng, etc.
- D. Assist in updating the GCVB's websites.

#### Event Administrative Duties

- A. Assist in customer management process that tracks initiation, interaction, and communication with sponsors.
- B. Create and maintain computer database for volunteers. May also prepare communications for volunteers and create volunteer schedules for GCVB events.
- C. Assist in planning and execution of GCVB events.
- D. Submit and update event listings on event-related websites.

### Knowledge, Abilities and Skills Required

- A. Ability to multi-task and to work under pressure.
- B. Must be reliable and well organized.
- C. Ability to express oneself clearly and concisely, orally and in writing.
- D. Ability to establish and maintain effective working relationships with the CVB staff, business community, government officials, community organizations, and the general public.
- E. Proficient in QuickBooks and Microsoft Office.

Other Job Characteristics

- A. Hourly position, part time. 20-24 hours weekly, requiring additional hours as needed.
- B. State of Ohio Driver's License and ability to drive is a requirement.

Minimum Qualifications

*Education and Experience*

- High School graduate

*This occupational description is a summary of typical job functions, not an exhaustive or comprehensive list of all job responsibilities, tasks, duties, and other requirements.*

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Lori Kappes, Executive Director, Visit Gahanna

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Date