



Office Assistant

North American Bison Discovery Center

We are seeking a detail-oriented and organized Office Assistant to join our team. The ideal candidate will have experience in administrative tasks and excellent computer skills. This is a Part-time, Monday to Friday position paying \$17-22/hour.

Duties include

- Perform all administrative support duties for the Executive Director, including but not limited to inbox management, filing, calendar management, recordkeeping, and planning and prioritizing daily work schedule.
- Under the supervision of the Executive Director, post financial transactions in QuickBooks, prepare financial reports, reconcile credit card statements, prepare for monthly bank account reconciliations, and ensure records are accurate and taxes and bills are paid.
- Record payroll transactions, complete and file paperwork.
- Order, manage, and organize office supplies, within budget, and assist with preparation of the office budget.
- Coordinate office equipment management and repair needs, general IT support, and make simple website updates and coordinate support tickets.
- Perform other duties as assigned.

Skills:

- Proficiency in computerized systems and software
- Strong organizational skills to manage multiple tasks efficiently
- Experience with calendar management and scheduling
- Ability to handle data entry accurately and efficiently
- Knowledge of office procedures and administrative tasks
- Strong verbal and written communication

This position offers a great opportunity for someone with strong administrative skills to contribute to our team. If you are detail-oriented, organized, and have the required skills, we encourage you to apply for this Office Assistant position.