



Job Title: Bookkeeping & Administrative Manager

Summary: The Bookkeeping & Administrative Manager (AM) manages day-to-day office management. The AM will also assist the President & CEO in making strategic and long-range operational decisions affecting the organization, its staff, and stakeholders. Travel Juneau operates as a 501(c)6 membership organization and is subject to city, state, and federal taxes.

Work Schedule: Full-time, year-round

Salary: \$64,000 - \$70,000 DOE; salary exempt

Reports To: President & CEO

Benefits: Optional medical & 401(K); paid life insurance benefit; accrued personal leave and sick leave; optional hybrid work schedule after successful 90-day orientation; paid parking

Overview

Travel Juneau is the destination marketing organization (DMO) for Alaska's capital city. Its mission is to market our community to fully independent travelers (FIT), conventions/meeting planners, and groups.

The Bookkeeping and Administrative Manager will be a key team member supporting all aspects of Travel Juneau's (TJ) mission. The position will report to the President & CEO and will have no direct staff to manage. The successful candidate will be comfortable with accounts payable/receivable and have experience working in a professional office environment including acting as a liaison to a board of directors at the CEO's direction. The position supports office operations and manages daily bookkeeping.

The TJ team is comprised of 7 individuals with a passion for the travel industry. Teamwork, collaboration, and a supportive environment are central to our work. The organization seeks a team member who can implement bookkeeping, human resources, payroll, and administrative processes. A successful candidate should be familiar with accounting and operational best practices and have a keen eye for numbers and detail, demonstrated excellent judgment, professionalism, and the ability to take initiative and work independently. The ideal candidate will be able to organize their work using MS Office Suite, QuickBooks, and other digital tools, and have excellent oral and written communication skills.

General Responsibilities

- Manages and completes the bookkeeping and accounting records for Travel Juneau. This responsibility includes using QuickBooks to process business transactions for accounts payable and receivable and bi-weekly payroll.
- Supports Partnership Services in the maintenance of the client relationship management database and the collection of past due invoices.
- Maintains bank accounts and paperwork.
- Manages and maintains general administrative information for TJ including nonprofit tax and legal records, and contracts.
- Responsible for reconciling accounting records with various online and customer relationship management databases. TJ accesses online information / data through various systems, including PayPal, Square, and our internal database operated by Simpleview.
- Manages logistics including preparation for and follow-up from the TJ Board meetings. Prepares and distributes materials for meetings, creates agenda with support from CEO, and prepares meeting minutes. Manages committee and board contact lists.



- Supports the TJ Board Treasurer and provides financial reports under the direction of the President & CEO.
- Supports the organization by managing human resources, benefits, and 401K administration; makes process and vendor recommendations as needed or requested by the President & CEO.
- Maintains paper and electronic filing systems; manages contract processes; updates policies and procedures.
- Manages organizational general email and telephone inquiries, vendor and contractor email contact lists, and office accounts, such as postage.
- Acts as the point of contact for organizational vendors, including but not limited to our property manager, providers for our retirement, insurances, and IT.
- Serves as point of contact for IT/AV needs, working in partnership with TJ's IT consultant (currently Hansen Gress).
- Coordinates and serves as point of contact for the annual Agreed Upon Procedures (AUP) process with our accountants.
- Maintains office supply inventory.

REQUIRED QUALIFICATIONS:

- Two or more years performing bookkeeping or accounting transactions, including payroll, payables, receivables, and financial reporting.
- Proficiency in MS Office (MS Excel in particular) and QuickBooks.
- Strong attention to detail and solid organizational and time management skills.
- Ability to lift 35 lbs.
- Valid driver's license and reliable transportation.
- Knowledge of office management systems and procedures.
- Excellent written and verbal communication skills.
- Ability to occasionally travel both within Alaska and out of state.
- Ability to work occasional evenings and weekends at TJ-hosted partner and community events.

PREFERRED QUALIFICATIONS

- A bachelor's degree in a related field is preferred (e.g., accounting, administration, business, communications).
- Experience in using client relationship management databases (CRM)
- Nonprofit or tourism experience

The above information on this position description has been designed to indicate the general nature and level of work performed by employees holding this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position

To apply, email 1) cover letter; 2) current resume; 3) contact info for three (3) professional references to staff@traveljuneau.com Position open until filled. No calls.