

## Special Events Coordinator (Part-time)

A non-profit Cordova organization is looking for a vendor correspondence coordinator. This position requires administrative abilities as well as communication skills. He/she will provide financial and general office support for the business office.

### **DUTIES AND RESPONSIBILITIES:**

- Open mail and distribute throughout the business office
- Enter invoices immediately as they are received
- Prepare accounts payable checks
- Enter credit card charges, reconcile, and process payment
- Set up budget in QuickBooks
- Prepare monthly budget report for directors
- Updates and maintains a written procedure manual for all duties and responsibilities
- Maintain all related records and files
- File monthly sales tax for bookstore with State of Tennessee
- Create and file 1099's annually
- Collect all related documents to meet auditor requests annually
- Support accounts receivable as needed
- Other special projects as required

### **Specific Skills**

- Requires strong computer and data entry skills.
- Proficiency in Microsoft Office products (Excel, Word, and Outlook) is a must.
- Proficiency in 10-key
- Proficiency in QuickBooks software
- General office skills related to filing and record retention
- Communication skills – internal and external customers
- Ability to understand budget and financial report requests

**Salary:** \$14/hr.

**Hours:** Monday, Wednesday, Friday, 10:00am-3:30pm, some flexibility

**For more information please give us a call at 901-759-9622 or visit our website at [www.brannonprofessionals.com](http://www.brannonprofessionals.com)**