

## **POSITION DESCRIPTION**

### **ADMINISTRATIVE SUPPORT & OFFICE MANAGEMENT**

#### About the Montana Taxpayers Association:

The mission is to be Montana's trusted resource for nonpartisan tax and government information. The Montana Taxpayers Association and Montana Tax Foundation work with both public and private sectors to develop fair, equitable and predictable tax policies and to ensure that government provides value to the public. Both organizations are non-profit and representing both individuals and businesses.

#### **JOB DESCRIPTION:**

- We are seeking a minimum 32 hr/wk individual offering benefits with this position. Possibility of working flexible hours upon approval of the Executive Director.

#### **OFFICE LOCATION:**

- Helena, MT

#### **DUTIES:**

- Member relations, interactions, and retention.
  - Member Database Updates
- Timely filing of required reports.
- Development of programs and events, both on-line and in-person.
- Research and development of a variety of publications.
- Maintain the office, publications, financials, membership dues and subscriptions.
- Keeping the Executive Director up to date.

## **SKILLS:**

- High School Diploma required.
- Clerical duties.
- Proficiency in MS Office Products;
  - Word, Excel, PowerPoint, Adobe.
- Basic knowledge in QuickBooks.
- Self-motivated.
- Demonstrate communication skills.
- Good organizational skills and attention to detail is critical.
- Writing proficiency.
- Record keeping

## **WORK ENVIRONMENT:**

- Flexible work environment.
- Self-motivated. Expectation to perform job duties with little supervision.
- Ability to work remotely with pre-approval.
- Ability to work with the Executive Director and the Board of Directors.

## **SALARY AND BENEFITS**

- Salary dependent upon experience
- Health insurance reimbursement
- Retirement
- Sick Leave
- Vacation

Probationary Period - 6 Months