**Job Description**

Klaetsch Public Affairs Strategies (KPAS) is a Wisconsin-based trade association management and governmental relations firm based in Madison, WI seeking a professional to take a lead role in strategy and execution of select trade association clients. Duties and responsibilities include:

**Position Title: Trade Association/Office Manager**

**FLSA Classification**: Exempt (not eligible for over-time pay)

**Typical Schedule**: Full-time; 40 hours/wk; M-F, occasional need to adjust schedule based on clients’ needs.

**Position Summary**: Manages association clients – phone/email communications, database updates, membership updates and renewals, newsletters/websites maintenance, accounts payable and receivable, board and committee meetings, event planning. Assists with other company clients as needed. Manages office operations including purchasing office supplies, equipment and software upkeep, payroll and payroll tax filings, accounts receivable and payable, handles phones, messages

**Regular Duties Include (but not limited to):**

**Association Management – Various Trade Associations**

Accounting & Tax Filing:

Maintain financials for each association – payables, receivables, prepare monthly financial reports for board of directors meetings, reconcile bank statements, prepare annual financial reports for annual tax returns and prepare and propose annual budgets.

Annual Conferences, Conventions & Special Events:

Plan, manage and provide support for events – provide sponsor and attendee mailing lists, manage invitation mailing, process sponsor and attendee payments, process nametag printing and distribution, track sponsor donations for follow-up, distribute tax contribution letters, support banquet volunteers day of banquet. Handle speaker arrangements, facility logistics, program agendas, registrations tracking attendees and payments/refunds/receipts/invoices, design and/or oversee conference material printing and organization/printing nametags. Remain on floor during conferences to facilitate registration and see that needs are met during the conference.

Board Meeting Responsibilities:

Provide administrative support for Board of Directors’ meetings – provide meeting materials (agenda, financials, and previous meeting minutes) prior to board meeting, take meeting minutes and send to President for review, update website with approved minutes.

Board Member/Committee Lists Updates:

Update Board of Directors and committee lists as necessary, distributing to board and committee members and updating website.

Daily Communication Responsibilities:

Responsible for daily needs such as telephone and email inquiries and support-researching and answering questions, daily retrieval and processing of mail

Committee Support:

Provide administrative support to association committees, as requested.

Day To Day Responsibilities:

Responsible for association clients’ daily needs such as telephone and email inquiries and support-researching and answering member/non-member questions, mail processing, maintaining and updating databases as changes are noted.

Website Management:

Update and add content to websites, e.g. daily industry related news.

Chapter and Special Events:

Manage chapter events – design and distribute event registration forms, update and format website for events, manage registrations (mail and website registrations), process credit card charges, process and distribute receipts/invoices, provide reports of attendance, reconcile attendance and funds received, print nametags, provide materials to chapters prior to event.

Newsletter Communications:

Design, add content and manage production and distribution of quarterly and monthly newsletters. Upload to websites.

Membership Communications:

Responsible for sending communications of interest to members of the association via email or special mailings, as requested by officers or board members

Membership Renewals:

Responsible for membership dues renewals – sending notices and making follow-up calls, updating databases, updating website database, depositing renewal checks, providing updates to board of directors for follow-up.

Board/Officer Nominations & Selections:

Responsible for annual board of directors voting procedures – getting out nomination information to membership, providing nomination committee with nominee names, formatting final ballots, collecting and tracking votes, provide results to board of directors – all within guidelines of association bylaws.

Membership Directories:

Manage and oversee membership directories including development, advertising sales and production.

Conduit Administrator/PAC Treasurer:

Manage and oversee day-to-day political involvement accounts. Process and disburse contributions in a timely fashion. Account for accurate balances and complete and submit timely and accurate reports to regulatory agencies.

**Office Management: Klaetsch Public Affairs Strategies, LLC**

Payables/Receivables Accounting:

Manage payables and receivables via Quickbooks. Responsible for maintaining financial records, reconciling checkbook and credit card statements, sending client invoices and tracking payments, responsible for monthly budget reports

Employee Payroll Responsibilities:

Manage employee payroll. Make tax withholding deposits in a timely manner; make federal and state unemployment payments. File monthly and quarterly employee withholding and unemployment reports to federal and state governments. Responsible for establishing company accounts with IRS and WI Dept. of Revenue for payment of withholding taxes

Year-End Payroll Tax Responsibilities:

Responsible for year end reporting relating to employees: W-2s, W-3, State Withholding Reconciliation, Annual Federal and State Unemployment Report, annual state personal property tax report and payment. Prepare company reports for filing of Federal and State Income Tax returns.

Company Insurance/Workmen’s Compensation Coverage:

Responsible for set-up of company business liability and workmen’s compensation coverage, responsible for preparing and submitting annual Workmen’s’ Compensation audit report.

Daily Communications:

Provide daily phone and email support for general company and client inquiries; take and pass along phone messages.

Office Management/Technical Responsibilities:

Responsible for maintaining office supplies and office equipment, includes troubleshooting computer issues or arranging technical assistance.

Client Support:

Assist with clients as needed.

Applicants must have experience (or related experience) with QuickBooks, Wild Apricot, Vertical Response, Adobe, Publisher and various web-based programs.

Some travel within Wisconsin and weekends are required

**Requirements:**

Associate degree in accounting or meeting planning, bachelor’s degree in a related field and 3 years of experience within the field of meeting planning or 5 years of experience within a related field.

To apply send cover letter, professional resume and salary requirements to Katie Boycks, Director of Client Services at [kboycks@kpasllc.com](mailto:kboycks@kpasllc.com) by Monday, May 12, 2014