



Job Description

Department: Arts and Culture

Status: Non-exempt

Job Title: Administrative Coordinator

Reports to: Arts & Culture Director

Date job description last revised: October 2023

GENERAL DESCRIPTION OF DUTIES:

This position serves as office and box office manager and handles general phone calls, tickets sales, and accounting activities including accounts receivable and payable. Position also provides general support to the Arts & Culture Director and staff by handling a variety of contract and financial administration, public communication, and customer service. Primary duties involve interaction with the public and clients as well as Arts & Culture staff. Work setting is fast-paced due to multiple demands and a wide variety of activities associated with maintaining and operating the SteamPlant Event Center, Rotary Scout Hut and off-site concerts and events.

EXAMPLES OF DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Fields large majority of incoming phone calls and in-person inquiries for the SteamPlant during regular business hours and relays all messages and requests.
- Prepares daily deposits, updates deposit worksheet, prepares invoices and applies payments using accounting software and makes deposit.
- Reconciles credit card statements, including requisition of check requests for credit card payment.
- Codes, scans, and files all "accounts payable" invoices, including requisition of check requests for expense payments.
- Assists with compiling reports, including monthly metrics, economic development factors and operating indicators by function.
- Sells event tickets to the public from box office when necessary, provides financial ticket sales accounting, and prepares "ticket sales" report.
- Maintains and provides financial accounting for petty cash account balance.
- Maintain efficient operation of office equipment.
- Assists in responding to general inquiries from prospective clients regarding facility pricing availability, and general food service and beverage policies.
- Competent in using all aspects of web-based scheduling software (Tripleseat), including contract development and invoicing functions.

- Prepare written correspondence as directed.
- Perform clerical duties in support of the Arts & Culture department including compiling reports and other materials.
- Maintain and report office supply and beverage inventories, both monthly and year-end.
- Other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Provides support both to the Arts & Culture Director and the Arts & Culture Supervisor. Works with Event Coordinators and Facility Staff.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. One to two years in an office setting with accounting experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

- Accounting skills preferred.
- Must be proficient in Microsoft Word, Excel, Adobe Acrobat and other programs as required.
- Customer service skills, including the ability to resolve/diffuse customer issues and complaints.
- Demonstrates well-developed oral and written communication skills.
- Ability to work closely with all employees at the SteamPlant Event Center.
- Ability to operate a personal computer, printer, and copier,
- Ability to learn Tyler Financial software, Tripleseat facility management software
- Ability to multi-task.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

- The majority of this position's duties are performed in an office setting.
- Visual and physical ability to work on computers for substantial amounts of time.
- Must be able to work independently and meticulously.
- Must be able to lift to 30 pounds.

PAY/SALARY RANGE:

\$43,908.80 to \$61,484.80 Annually. Hiring range up to \$61,484.80 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.