

## **Oregon Society Of Radiologic Technologist Employment Posting**

**Title: Bookkeeper/Executive Assistant**

**Time Commitment:** Approximately 5-10 hours per week. Fluctuates based on meeting and event dates. The role is considered an independent contractor and not an employee of The Oregon Society of Radiologic Technologists (OSRT). Applicants must be bondable.

Wage \$45-\$50 DOE

### **Job Description:**

The Oregon Society of Radiologic Technologists is seeking a self driven detail oriented executive assistant to be part of a high-performing team that provides administrative assistance and various support functions to the organization. This individual will support the organization and ensure processes and projects are on track. Advanced organizational abilities, as well as exceptional communication and interpersonal skills, are essential.

### **Responsibilities:**

- Provide general and high-level administrative duties and support to keep processes and projects updated and on target.
- Completing data entry, conducting research, handling information requests, preparing correspondence, creating, or updating documents or reports as well as other clerical duties as assigned.
- Duties include, but are not limited to, assisting with availability polling, scheduling meetings, reserving resources, and gathering, updating, and distributing meeting materials. Additional requirements include attending occasional weekday/evening/weekend meetings to assist with facilitation, overseeing meeting minutes, taking notes and assisting with document revisions.
- Create, use, and maintain standard operating procedures and work instructions that result in functions being well organized, documented and completed accurately.
- Suggest process improvements to streamline work and eliminate gaps and redundancies.
- Process financials (taxes, quotes, invoices, per diem payments, staff reimbursements, etc.).

### **Successful Candidates Meet the Following Criteria:**

- Minimum of one year of experience in an administrative position.
- Intermediate experience with bookkeeping, accounting experience and budget maintenance utilizing QuickBooks.
- Accuracy, attention to detail, and strong oral and written communication skills.
- Effective interpersonal skills, including the ability to work with people of influence.
- Ability to multitask, prioritize appropriately, and follow through on commitments.
- Natural desire to be approachable, adaptable, proactive, build rapport, and use diplomacy and tact.
- Intermediate experience with various software to include Zoom, Dropbox, Google Docs/Sheets, Office Suite, WordPress, Wild Apricot preferred.
- Experience with event planning and management assistance preferred.

For more information please contact [osrtooffice@oregonsrt.org](mailto:osrtooffice@oregonsrt.org) along with a C/V and resume.