



### **Position Opening – Administrative Assistant**

**Organization:** Wellness In Action

**Location:** Big Sky, MT

**Position Title:** Administrative Assistant

**Job Type:** Part-time (15-20 hours/week, flexible)

**Compensation:** \$22-24/hour, depending on experience (benefits are not included)

Applications will be considered as received, and interviews will be scheduled on a rolling basis. Please email resume and cover letter to Allison Bradac, Executive Director, [allison@wiabigsky.org](mailto:allison@wiabigsky.org).

#### **Position Overview:**

*Wellness In Action (WIA) is dedicated to provide a network of mental and behavioral health resources to those who live and work in Big Sky, MT in order to improve community wellbeing. We are seeking a detail-oriented and organized Administrative Assistant to support our financial operations and office management. The ideal candidate will be proficient in QuickBooks, knowledgeable in Bloomerang (or an equivalent CRM platform), and potentially will have skills in Canva, Mailchimp, Wordpress, and other design/management platforms. Ability to multi-task and manage various office responsibilities to ensure processes and systems are efficient for the organization to run smoothly.*

#### **Key Responsibilities:**

- **Account Reconciliation:**
  - Utilize QuickBooks to record transactions and reconcile accounts, ensuring accuracy and timeliness in financial reporting.
  - Prepare monthly financial statements and reports as required.
  - Assist in resolving discrepancies and providing detailed explanations of account activities.
  - Facilitate payment of vendors, counseling providers, etc.
- **Database Management:**
  - Maintain and update organization database, ensuring activities and entries are accurate and current.
  - Generate reports to support various departmental needs.
- **General Administrative Support:**
  - Manage and maintain organization's administrative functions, including insurances, subscriptions, contracts and agreements, affiliations and memberships, and 501c3 requirements.
  - Assist in coordination of organization events and fundraisers.
  - Lead coordination of activities and requirements to file organization 990.

- Monitor and manage office supply inventory for general staff space and counseling offices.
- Support team members with project-related tasks and document preparation.
- Skills are preferred to support website function and design.

**Qualifications:**

- Proven experience in administrative roles and/or skills in desired tech platforms.
- Proficiency in QuickBooks and familiarity with Bloomerang (or similar) database preferred.
- Strong attention to detail and accuracy in financial reporting and database management.
- Excellent organizational and multitasking skills.
- Strong communication skills, both written and verbal. Compassionate and sensitive to work in the field of mental health and related community.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).

**What We Offer:**

- Flexible work schedule and environment, providing opportunity to work in-office or at-home.
- Opportunity for professional development and growth.
- A collaborative and supportive work environment.

**If you are an organized and detail-oriented individual looking to contribute to a dynamic team working to advance the mission to improve mental health, we would love to hear from you! Please submit your resume and a cover letter outlining your relevant experience.**

**Conditions of Employment:**

- Pre-employment background check

**Please send resume and cover letter to Allison Bradac, Executive Director, [allison@wiabigsky.org](mailto:allison@wiabigsky.org).**