



JOB POSTED: January 7, 2024
POSITION TITLE: Office Manager
REPORTS TO: PSPA President
COMPENSATION: \$60,000-80,000, DOE
LOCATION: Alaska or Seattle

Seeking: The Pacific Seafood Processors Association (PSPA) seeks an Office Manager with bookkeeping and executive assistance experience to support PSPA in its mission. This position is an immediate opening.

Organization Overview:

The Pacific Seafood Processors Association (PSPA) is a nonprofit trade association representing seafood processing companies in the policy, regulatory, and legislative arenas since 1914. PSPA serves as the respected, consolidated voice of the seafood processing industry in Alaska and the Pacific Northwest. We focus on federal and state fisheries management and sustainability, access to seafood markets and consumers, seafood tracing and labeling systems, tax and trade, labor and workforce management, and environmental regulation. PSPA is a valuable resource for expertise on issues that impact our members, commercial fisheries, the seafood industry, and the communities in which we operate. PSPA consists of four staff located in four offices in Seattle, Wrangell, Anchorage, and Washington D.C.

Position Description:

This position plays an integral role in the organizational strength of the association. You will carry out all business activities including administration, billing, accounting, payroll, contracting, and administrative project execution in the direct support of a small, but fast-paced, professional staff. The Office Manager is responsible for day-to-day office operations while developing, overseeing, and managing a comprehensive portfolio. Some of your regular duties will include report creation and filing - including with Federal Election Commission and State (WA, AK) public commission offices, maintenance of fiscal and organizational administration, initiating and responding to communications, and planning and organizing meetings. Verbal and written communication skills, excellent organizational skills, a strong ability to multi-task, and a friendly demeanor are required. Candidates should be comfortable being accountable for office-level performance, as well as working independently in an office and home office setting.

This position works closely with a small executive team and corporate board members supporting the purpose of the Association, and helps manage membership relationships. An

www.pspafish.net

ANCHORAGE

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Anchorage, AK 99501
907 223 1648

JUNEAU

222 Seward Street
Suite 200
Juneau, AK 99801
907 586 6366

SEATTLE

1900 W. Emerson Place
Suite 205
Seattle, WA 98119
206 281 1667

WASHINGTON DC

20 F Street NW
Floor 7
Washington, DC 20001
202 431 7220

ideal fit for this role will anticipate needs, bring a “can-do” attitude, and independently solve operational and administrative issues. The position could potentially grow into additional communication and other organizational responsibilities.

Responsibilities:

- Effectively manage and oversee bookkeeping and accounting functions including posting payments and invoicing, balancing receipts, collecting accounts, maintaining and reconciling ledgers, and operating within a budget;
- Execute expense reporting and processing;
- Maintain office systems to include delivery of employee benefits, electronic filing, archiving, and business continuity processes;
- Maintain office equipment including inventory and office supplies;
- Plan, coordinate and help facilitate regular monthly Board meetings, including minutes taking;
- Plan, coordinate and help facilitate the annual strategic planning meeting of the Board, Annual Fall Social (associate membership meeting), as well as, play a supportive role for occasional industry and other special events;
- Manage sponsorships and media payments per President/Board direction;
- Manage calendar and scheduling to support staff in multiple locations; and
- Track and help drive completion of key deliverables and follow up on outstanding items.

Qualifications:

The ideal candidate will possess the following qualifications:

- Minimum Bachelor’s Degree in business management, or related field and 5+ years’ experience working in a professional office setting, or an equivalent combination of training, education, and experience;
- Proficient with QuickBooks and MS Office Suite, including advanced skills in Microsoft Word, Excel and Outlook;
- Strong technical aptitude including familiarity with web-based communication platforms, website maintenance, and cloud storage systems; proficient with standard office equipment;
- Prefer experience managing employee benefits;
- Prefer experience with payroll processing and policies; and
- Prefer experience with filing campaign fundraising and lobbying compliance reports.

Knowledge, Skills, and Abilities:

The ideal candidate will possess the following knowledge, skills and abilities:

- Possess excellent written & verbal communication, organizational, and analytical skills;
- Possess the ability to work independently and collaboratively; highly motivated, organized individual who is able to work effectively with minimal supervision;
- Creative and independent problem solver; sense of humor appreciated;
- Ability to understand and comply with the laws, regulations, and guidelines governing the business office functions of a non-profit 501(c)(6) trade association;
- Ability to coordinate a variety of projects simultaneously – strong organizational, time management, and multi-tasking skills;

- Proven initiative, attention to detail, efficiency, and a willingness to make and be accountable for well informed decisions;
- Able to maintain confidentiality of proprietary and confidential information;
- Knowledge of the Alaska and Pacific Northwest seafood industry is helpful, but not required; and
- Dependable and regular attendance that includes being able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours and be able to read, write, speak, and understand the English language. Must have a valid driver's license.

Location: PSPA has a total of four team members in three different time zones. This position may be based in Alaska or Seattle, at existing PSPA offices, or other flexible arrangements, such as a home office, shared office or co-working space, as long as proper internet connection and other essential office tools are available.

Salary: \$60,000 to 80,000 annually, based on education and experience. Generous benefits offered, including 401K retirement savings plan, a comprehensive medical/dental/ vision plan, paid sick leave, holidays, and paid time off. Performance review after six-month probationary period followed by regular annual reviews. FLSA status exempt.

Working Hours: This is a full-time position with flex options. PSPA's office schedule is typically 8:30am to 5pm Monday through Friday; partial remote work time is an option at supervisor's discretion. Domestic travel may be required on occasion.

Equal opportunities: PSPA is an equal opportunities employer and commitment to this process is expected.

How to apply: Send an email with your cover letter and resume to julied@pspafish.net outlining experience that relates to this position and your motivation for applying. This is an immediate opening. We will contact those selected for an interview. Applications will be reviewed as they are received until the position is filled.