



623 S. Main Street, Pine Bluff AR 71601
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POSITION DETAILS

- **Position Title:** Administrative Assistant
- **Position Type:** Full-time
- **Reports To:** Executive Director
- **Classification:** Exempt

POSITION SUMMARY

The Administrative Assistant provides essential clerical, financial, and operational support to the Pine Bluff Advertising and Promotion Commission. Reporting directly to the Executive Director, this role ensures smooth day-to-day office operations, maintains precise financial and tax records, manages promotional inventory, and acts as a welcoming representative for visitors and tourism initiatives.

KEY DUTIES AND RESPONSIBILITIES

Financial & Tax Administration

- **Tax Collection & Monitoring:** Manage A&P tax collections, including processing Gross Receipt Forms, monitoring online tax payments through Neumo software for accuracy, and communicating with new businesses the process for collecting and remitting the tax. Track delinquent businesses, coordinate with the Collector's Office, and generate necessary correspondence or legal filings for the Jefferson County Circuit Court.
- **Payment Processing:** Accurately receive and record all payments; verify cash payments with the Executive Director and properly notate receipts. Copy checks, complete deposit slips, process bank deposits, and manage batch processing and bank reconciliations.
- **Accounts Payable & Accounting:** Record accounts payable, manage electronic invoices, secure required second signatures on checks, and handle mailing/filing. Maintain Sage accounting software, manage petty cash, set up new vendors (ensuring W-9 compliance), and prepare monthly financial draft reports for the Executive Director.
- **Tax Compliance & Audits:** Process monthly EFTPS payments, file annual sales tax for Pine Bluff merchandise with the Arkansas Department of Finance and Administration, and organize documents for the annual audit.

Office Operations & Commission Support

- **Daily Routines:** Open the main office door daily, check and log phone messages, retrieve and sort mail from the post office box, and route correspondence.
- **Board & Meeting Administration:** Coordinate logistics for Commission meetings, handle official notices, and record, transcribe, and distribute meeting minutes.
- **Office & Logistics Management:** Maintain office equipment, monitor supply inventory, and keep the organizational storage unit structured and accessible.

Tourism, Marketing & Event Support

- **Visitor Services:** Welcome office guests, offer information, and directly fulfill visitor information requests via phone and the website.
- **Data Tracking:** Collect, maintain, and report monthly visitor statistics; log local revenue figures into the Tourism Ticker database by the 10th of each month.
- **Collateral & Merchandise Distribution:** Manage the storage and inventory of all promotional items and Pine Bluff merchandise. Coordinate the distribution of rack cards to local museums/attractions and fulfill requests for Arkansas Welcome Centers.
- **Group & Event Coordination:** Assemble promotional welcome bags for incoming groups and help coordinate group tours to regional attractions. Assist with event logistics for A&P obligated events, including booking food trucks and arranging security.
- **Digital Presence:** Maintain the online event calendar and schedule regular updates across official social media channels.

General

- Perform other duties as assigned by the Executive Director.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.