

Westmont College

Conference and Event Services Assistant

Conference and Event Services, Campus Scheduling

Position Summary: Manages financial details, providing monthly updates, summer conference P & L statements, inventory and fiscal year financial reports. Assists Director with departmental forecasting and assessing resource needs.

Qualifications:

Bachelor's degree preferred. Requirements include: experience handling financial details, high degree of competency with Excel and attention to detail; self-starter with the ability to oversee multiple projects concurrently and adjust to unexpected changes confidently; comfortable learning and utilizing software (EMS/Kinetic); and the ability to work independently and complete tasks without oversight. Also requires the ability to physically perform heavy lifting and loading as needed as back-up to Event Services. May be required to work occasional evenings and weekends if Conference and Event Services Coordinator is unavailable or requires assistance.

Responsibilities:

- Processes and tracks detailed finances such as creating journal entries, P&L statements, and completing Bed Tax and CUP reporting.
- Invoices clients, produces weekly draft invoices for long-term groups, and does follow up for collection.
- Provides EMS and Event Services support.
- Assists with tracking and purchasing departmental inventory.
- Updates and maintains website.
- Provides summer campus updates.
- Provides back-up support to Scheduling and Event Services functions.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

Physical Demands: While performing the duties of this job, the employee may be required to stand, walk, and use hands and arms to handle, reach, move, lift or load furniture, decorations, and other objects. The employee may be required to climb or balance, stoop, kneel, crouch, or

crawl, talk and hear. The employee may occasionally need to lift and/or move up to 50 pounds. Occasional operation of vehicles used to transport materials is required.

Reports to: Conference Services Manager

12.19