**Administrator Job Bulletin**

The Anchorage Moose Lodge is looking for a responsible and motivated individual to organize the Lodge’s day-to-day operations.

The job requires strong accounting and office management skills, personnel management experience and leadership skills as well as a commitment to the rules and structure of a fraternal organization.

**Accounting Duties and Expectations:**

* Intermediate to Advanced Quick Books knowledge
* Reconciliation of previous business day sales and handling deposits
* Drawing of checks and payment of vendors
* Managing and tracking all charitable donations, manage relevant licenses, oversee employees, maintain membership role and coordinate all daily administrative activities.
* Management of payroll, lodge expenses and taxes.
* Intermediate to advanced knowledge of Microsoft Office software (e.g., MS Office, QuickBooks), including spreadsheets, and presentations

**Gaming and Expectations:**

* Manage the Lodge’s gaming licenses and ensure gaming limits, rules and processes are adhered to by both LOOM and WOTM
* Per gaming permit regulations, the Administrator must designate a member in charge and at least one alternate member to oversee operations and submit official reports to the Department of Revenue. The member in charge and alternate members in charge designated must have passed a test formulated by the department on the contents of this chapter and the regulations adopted under this chapter
* Ensure annual renewal of all gaming licenses and adherence to the Charitable Gaming Statues and Administrative Code
* Establish and enforce gaming rules within the lodge social quarters
* Ensure training of gaming rules and regulations as well as knowledge of conducting sales and reconciliation to all Social Quarter employees.

**Inventory and Supply Management:**

* Oversee inventory control, cost management, and work directly with suppliers and vendors to ensure routine equipment inspections and upkeep for the social quarters, kitchen and overall lodge property.

**Personnel Management:**

* Management of an Administrative Assistant, Retained Accountant, Social Quarter Manager, Social Quarter Employees, Kitchen Manager, Building Custodian, Board of Officers, Moose International, and many volunteers.
* Establish position descriptions and expectations for all employees and volunteers
* Conduct annual performance evaluations for all employees
* Manage performance concerns in partnership with the Board of Officers
* Ensure competitive and fair wages for all employees in accordance with the Alaska Labor and Workforce Division.

**Fraternal Responsibilities:**

* This positions serves as the Administrator for the Board of Officers.
* They will attend, record and maintain the minutes of all Lodge, Board of Officers, Executive Sessions, and other meetings and hearings.
* They will oversee and coordinate all lodge committee activities and annual events.
* Responsible for overseeing and managing public use of the lodge facility, camper spots, pavilion and grounds.
* The job also requires the bylaws of Moose International to be adhered to by all members.
* Attend annual statewide and national Moose International conventions and conferences.

The Administrator should be highly organized and able to multitask with ease. Our ideal candidate has experience as an Office Administrator, small business or restaurant manager, nonprofit organization leader or relevant advanced administrative role. A successful Administrator should ensure our business and office procedures run smoothly. They will serve as the primary representative for the Anchorage Moose Lodge, and as a delegate to State Association meetings and conventions. A positive attitude is a must, with a willingness to serve and build strong relationships with members and volunteers of all ages that will make our Lodge a welcoming place to visit.

The Moose Organization celebrates life together. We serve those in need within our local community, support our children at Mooseheart and stand by our senior members at Moosehaven. Your belief in the Mission of the Moose Fraternity and work you do will be rewarded with a sense of giving to our community and beyond. Feel free to visit the sites below to better understand how gratifying it is to be a member of the Moose Organization.

We will be accepting letters of interest and resumes until the Board of Officers has hired a successful candidate. Additional training will be provided to the successful incumbent.

Hours: 40-hour work week, fluctuating schedule with paid travel to State and International events

Salary: $70,000-$90,000 annually depending on experience.

Health, Dental, Vision and Life Insurance package provided.

If interested please email [mizzmayes@gmail.com](mailto:mizzmayes@gmail.com) with a cover letter and your resume.

Visit: [www.Mooseintl.org](http://www.Mooseintl.org)

[www.anchoragemooselodge.com](http://www.anchoragemooselodge.com)

[www.facebook.com/Anchoragemooselodge](http://www.facebook.com/Anchoragemooselodge)

The Nugget will contain the below information:

Now Hiring for the Anchorage Moose Lodge Administrator Position

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If interested please email [mizzmayes@gmail.com](mailto:mizzmayes@gmail.com) for a full copy of the position description, or you can pick one up from the Lodge Office. Interested applicants should be prepared to submit a letter of interest outlining knowledge, skills and abilities as related to the position description as well as a current resume and three professional references.