

20 March, 2025

SUBJECT: Office Manager Position with the Bedford County Visitors Bureau

TO: Interested Applicants

The Visitors Bureau promotes and supports Bedford County as a visitor destination. We are seeking an Office Manager. In addition to strong communication skills, applicants should have strong capability using Microsoft Office and Quickbooks software. A more detailed job description is enclosed in this letter. Salary will be commensurate with experience and skill level.

If you would like to be considered for this position, send a resume and references by April 7th, 2025 to:

Bedford County Visitors Bureau - Attn: Dennis Tice

131 South Juliana Street

Bedford, PA 15522

Dennis E. Tice

DENNIS E. TICE

Executive Director

JOB OPENING - Office Manager for the Bedford County Visitors Bureau

ACCOUNTING:

- Prepare all payroll and payroll taxes
- Track all accounts receivable and deposit funds
- Prepare and distribute all bills for membership, advertising expenditures, etc.
- Reconcile all souvenir sales
- Prepare and produce all appropriate material for the annual audit
- Manage mailings for promotional and informational activities. This includes maintaining current information about mailing policies and procedures.

OPERATIONS:

- Develop and operate membership recruitment and retention
- Market and sell advertising in various projects
- Evaluate appropriate souvenirs for the bureau to offer to visitors. Purchase those items, price them appropriately and track all sales. Track all sales tax and send sales tax funds to PA Dept. of Revenue.
- Maintain the office environment with appropriate displays, coordination of all office cleaning

MARKETING AND PROMOTION

- Create/maintain material for social media outreach.
- Review all Internet and Print materials for syntax errors and typos

PHYSICAL LABOR

- Distribute/carry boxes of promotional literature. Boxes can weigh up to 45 pounds

CUSTOMER SERVICE / VISITOR INTERACTION

Greet visitors to our office recommending activities, dining, lodging, etc...

Answer visitors' inquiries over the phone, through the mail promoting Bedford County as a visitor destination