



**Location:** 120 N. Washington Sq., Suite 110A  
Lansing, MI 48933

**Phone:** 517.371.2223

GCSI Association Services (GCSIAS) is a multi-client firm, providing a wide range of administrative, managerial, and creative services to non-profit Associations. Service areas include:

- Administrative and Financial Services: Correspondence, A/R, Bank Reconciliations, Financial Statements
- Membership: Dues Notices, Receipts, Data Management, Communications
- Board Development: Meeting notices, Minutes, Bylaws, Voting
- Event Management: Venue, Catering, Budget, Registration, Materials, On-Site Services
- Continuing Education: Accreditation, Documentation, Record-keeping
- Publications: Content, Advertising, Graphic Design
- Web Services: Content, Development
- Legislative Communications: Surveys, PAC Administration, Grassroots programs

**Position:** **Account Manager**

**Hours:** M-F, 8:30 a.m. to 5:30 p.m. (one hour lunch, 40 hours per week); additional hours and travel for conferences are required.

**Job Description:** The firm seeks a detail-oriented candidate to assist busy office in managing business activities for several non-profit organizations. The successful candidate is self-motivated and able to work with clients in a variety of capacities. Client/member contact requires excellent communication skills and discretion.

#### **Core Tasks**

- Serve as a key contact on multiple association clients
- Coordinate client events and meetings; including on-site coverage and post-event summaries
- Communicate with Boards/membership on association matters including financial, membership, publications, etc.
- Coordinate financial processing and reporting including A/R and A/P
- Assist with publication development and design

**Skills and Qualifications:** Client Relations, Profession Communication, Reporting Skills, Thoroughness, Organization, Attention to Detail, Writing/Research Skills, Problem Solving, Customer Focus, Quality Focus, Proactive, Dependability, General Math Skills

**Required:** Microsoft Office (Outlook, Word, Excel, PowerPoint)

**Desired:** Experience with accounting software (QuickBooks), publication design software (Adobe InDesign, Canva) and Mailchimp/Constant Contact.