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**CATEGORY:** Administration

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**TITLE:** Job Description – Administrative Assistant

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**POSITION SUMMARY:**

The Administrative Assistant serves as primary assistant to the Executive Director and will assist the Administrative Manager. The Administrative Assistant is responsible for assisting the Administrative Manager with initiating and coordinating the clerical and secretarial functions of the Alarm Center.

**SUPERVISION RECEIVED:**

The Administrative Assistant receives supervision from the Executive Director and will receive daily guidance and training from the Administrative Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES NOT LIMITED TO:**

Perform a variety of responsibilities with word processing, spreadsheet and presentation software. Duties also include fielding telephone calls, filing and data entry. Assist with overflow work from Executive Director and the Administrative Manager. The Administrative Assistant will fill in for the Administrative Manager as needed.

*Bi-Weekly Payroll Processing* – Assisting with reporting functions for the bi-weekly payroll processing. Review bi-weekly payroll log, review payroll data entry worksheets for completeness, accuracy, and exception requirements. Verify working periods, benefit time used, holiday pay and reported overtime. Calculate longevity, sick pay out, vacation, and personal day annually. Update pay rates as applicable. Verify fund balance in general account and if necessary get funds transferred into the general account after receiving authorization. Update sick leave, emergency leave and vacation schedules as applicable and update reports. Review payroll data reports and prepare payroll summary information for monthly accounting.

*Annual Payroll Processing* – Assist with establishing yearly payroll schedule. Assemble historical data, service length data and wage information and compute based on the memorandum of understanding base salary, longevity pay and rate increase data for following year. Calculate annual payroll projection worksheet including base pay, longevity pay, over time, sick payout, holiday allowance, amounts for annual budget.

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Annual Budget Preparation - On an annual basis, will assist the Executive Director, Administrative Manager and budget committee with preparation of the annual budget. Review current year income and expense data. Keep monthly Budget to Actual Report up to date. Obtain projected annual payroll expense projection report and various employee benefit value for inclusion in budget preparation. Assist in preparing the necessary budget flow worksheets, and tax receipt worksheets for following fiscal year.

Other Financial - Create/assign purchase orders as needed. Process cash disbursements, additionally, include preparation of checks and general ledger entries. Maintain the general ledger monthly, including recording all revenue, expenditures, and balancing of inter-fund accounts. Prepare financial reports. Manage the Petty Cash Fund. Reconcile bank accounts. Reconcile the credit card statements and expense reports against receipts provided. Receives and opens incoming mail, including bank statements.

Legal – Shall prepare the agenda and minutes of open meetings and forward to Executive Director and Administrative Manager for review, and upon return obtain signatures and file appropriately.

Miscellaneous Duties – Performs typing/word processing duties as required including but not limited to policies, meeting minutes, and general correspondence. Processes transactions involving multiple steps such as document review, computation or verification of data, fees or payments, completion of forms, documents or records, research to resolve questions and problems encountered within scope of authority. Will perform incidental secretarial tasks such as scheduling appointments; maintaining calendars(s); screening calls/visitors; coordinating arrangements for meetings and conferences; preparing and assembling presentation materials; may attend meetings and take/distribute minutes. May perform a variety of clerical functions as needed to accomplish work routines such as; filing, posting, processing mail, ordering supplies, collating and assembling documents, photocopying/faxing documents. Types, assembles and distributes written materials such as forms, correspondence, invoices, reports and schedules in accordance with established procedures. Answer telephones and route calls to the appropriate destination. Fill the soda machine and stock in house supplies. Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

The Administrative Assistant shall have a minimum Associates Degree in Accounting or 2 years office experience in related finance. The person shall have demonstrated competence of financial matters.

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**NECESSARY KNOWLEDGE, SKILLS, AND ABILITY:**

Knowledge:

- 1) General office/business practices
- 2) Operation of standard office equipment, including PC or computer terminal, and Software applications: Windows, Microsoft Office, Excel, Word, PowerPoint, Outlook, Financial software, Internet Explorer, calculator, photocopier, and fax machine.
- 3) Business English and grammar sufficient to write and edit business materials.

Skills:

- 1) Use judgment and initiative in selecting the most effective work methods and tools.
- 2) Determine a proper course of action or how best to produce a desired outcome/result.
- 3) Answers to problems may not always be readily available or apparent, requiring searching out precedent or historical practice.
- 4) Opportunity to exercise independent judgment in decision making within the context of existing policies, procedures and precedents. Decisions are made between a range of choices but situations are typically recurring or similar. Decisions involving the interpretation of unclear guidelines or major departure from existing standards or procedures are discussed with the Executive Director before action is taken.

Abilities:

- 1) Understand and apply oral and written instructions to produce a desired result.
- 2) Identify and articulate non-compliance with standards and procedures.
- 3) Communicate effectively (both orally and in writing).
- 4) Demonstrate keyboarding proficiency as required by specific job duties.
- 5) Demonstrate acceptable proficiency in the use of specific software applications as required by specific job duties.
- 6) Keep abreast of changes in policies, programs, procedures, standards and regulations applicable to the alarm center.
- 7) Establish and maintain effective working relationships as required by specific job duties.

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**PHYSICAL DEMANDS:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Administrative Assistant's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Administrative Assistant's job.

While performing responsibilities, the member is required to talk and hear. The member is often required to sit and use their hands and fingers, to handle, feel or operate objects, tools, or controls. The member is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision and the ability to adjust focus. The member may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.