

Job Description



Job Title: Receptionist / Administrative Assistant
Department/Program: Administration
Classification: Non-Exempt
Status: Full Time-Regular (35 hours per week)
Immediate Supervisor: Finance Director
Primary Job Location: New Bremen Office

General Statement of Duties:

The Receptionist / Administrative Assistant performs a variety of administrative functions as outlined below, in accordance with the policies and procedures established by the Agency.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Finance duties:
 - a. Prepares bank deposits.
 - b. Compiles and mails accounts payable as requested by funding sources.
 - c. Processes accounts payable in the absence of the Fiscal Coordinator.
 - d. Verifies paperwork submitted for Shelter Plus Care programs, then forwards to Finance Director for review. Enters and processes checks and reviews for accuracy then forwards to Finance Director for review.
 - e. Verifies Shelter Plus vendors with the IRS and enters into the 1099 vendor spreadsheet.
 - f. Prepares quarterly/annual payroll reports and reviews for accuracy. After approval, prepares applicable paperwork and files by due date.
 - g. Assists with any other activities needed in the department.
2. Administrative:
 - a. Prepares and processes assigned monthly bills.
 - b. Maintains and reconciles petty cash.
 - c. Prepares and distributes orientation and annual evaluation forms.
 - d. Maintains and orders office supplies as needed.
 - e. Performs routine copying, collating, faxing, filing, and shredding, etc.
 - f. Performs front desk coverage: greets consumers, answers phone calls and directs to appropriate departments, provides information and referrals to consumers and incoming callers about available community resources.
 - g. Performs assigned tasks in the absence of the HR Benefits Administrator.
 - h. Logs incoming mail for HR Benefits Administrator and CEO.
 - i. Puts postage on outgoing mail. Prepares monthly postage reports.
 - j. Prepares monthly mileage reports.
 - k. Maintains the agency office furniture inventory locations and updates as changes are made.
 - l. Maintains employee payroll files.
3. Payroll duties – in absence of the Fiscal Coordinator:
 - a. Enters payroll changes into the accounting system and verifies for accuracy.
 - b. Maintains and verifies program coding and accuracy of electronic timesheets.
 - c. Enters timesheets into accounting system and verifies timesheet batch for accuracy.
 - d. Processes payroll which includes printing checks and reviews for accuracy, then forwards to Finance Director and CEO for signatures.
 - e. Processes payroll liabilities and reviews for accuracy. Processes federal payroll tax deposit and records a manual check to record the deposit within the accounting system.
4. Consistently demonstrates a commitment to Opportunities' mission, objectives and outcomes.
5. Consistently displays good work habits, initiative and enthusiasm, and invests in learning opportunities to discover, develop, and apply new skills.
6. Consistently demonstrates the ability to effectively interact with co-workers, consumers, vendors, outside agencies, and the public with emotional maturity, good judgment, tact, and courtesy.
7. Efficiently communicates, comprehends, and carries out oral and written instructions.
8. Ensures consumer confidentiality according to regulations and agency policy.

9. Properly reports all work-related accidents and completes the appropriate reports.
10. Attends all meetings and trainings as required by the agency and in compliance with grants, and actively acquires/maintains certifications and credentials necessary for performance of duties.
11. Performs other duties as assigned, including assisting other agency programs as directed.

Qualifications:

The following qualifications are the minimum requirements necessary to perform the essential functions of the job:

1. Required Knowledge, Skills and Abilities:

- General knowledge of computerized systems and spreadsheet software
- Acceptable knowledge of, and experience with accounting and administration
- Have the ability to access and traverse assigned work sites with or without assistance
- Travel as necessary to attend meetings, conferences and trainings relevant to the job.
- Communicate effectively and accurately carry out oral and written instructions
- Work independently and in a team setting, with the ability to manage multiple priorities.
- Have a valid driver's license with acceptable driving record

2. Acceptable Experience and Training:

The incumbent must possess a High School diploma or equivalent; with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word and Excel is preferred. Compensation is relative to experience and skills listed above.

Standards of Performance:

The incumbent will be formally evaluated after the introductory three months, at twelve months from acquiring the job, and annually thereafter, and will be evaluated by the Finance Director. The incumbent will be evaluated on competency with the essential functions of the job.

Acknowledgement:

I have carefully read, understand, and have received a copy of this job description. I possess the required job skills and qualifications to perform the essential functions of the job, and understand that I am held accountable for those essential job functions and will be evaluated in that regard.

Employee Signature

Date Signed

Revised 9/15, Authorized by:

Scott Mathys, CEO