

## Administrative/Financial Assistant to the Executive Director

### Job Description

Category: Clerical – Part-Time – 18-20 hours per week  
Position Length: Indefinite  
Salary: \$18.00/hour commensurate with proven experience; opportunity for raises  
Benefits: none

The incumbent in this job is expected to assist the Executive Director in achieving the organization's vision and mission of success and service to the community. A commitment to excellence, service and a willingness to assist as needed are expectations for all employees.

#### Job Summary – Administrative/Financial Assistant

Provides administrative and financial services to the Executive Director and the organization. Keeps official administrative and financial organization records and executes associated policies and duties determined by the Executive Director.

#### Essential Duties and Responsibilities

- Prepares emails or other correspondence outlining and explaining administrative procedures and policies to colleagues.
- Acts as custodian of organization documents and records.
- Schedules appointments as requested; gives information to callers, takes notes as necessary, composes and types correspondence, reads and routes incoming mail if requested, and performs other administrative and clerical duties.
- Works with Windows 10, MS 365, Google Workspace, QuickBooks online, Adobe, Constant Contact, PayPal, Square Point of Sale, WIX website, GoDaddy and other relevant software applications and vendors to complete required tasks and ensure smooth operations.
- Manages personnel requirements.
- Manages sensitive and confidential personnel, financial and organizational information.
- Composes and types routine correspondence and prepares materials for special events such as invitations, guest lists, RSVPs, flyers, brochures, cards, programs, newsletter, etc.
- Files correspondence and other records.
- Answers telephone; gives information to callers or routes calls to colleagues; takes messages if required. Places outgoing calls as required and additionally if requested by the Executive Director.
- Greets visitors, ascertains nature of business and directs visitors to appropriate persons or places.
- Compiles and types statistical and budget-related reports; maintains related databases and enters new data.
- Schedules room reservations and meetings and records minutes of staff meetings (if requested). Makes copies of correspondence or other printed materials.
- Prepares outgoing mail; writes checks; composes other required correspondence.
- Orders and stocks office supplies and processes purchase of such items, as requested.
- Processes a variety of documents, forms and files.

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with organizational standards, policies and guidelines.
- Completes all required training and professional development sessions as requested.
- Supports the values and institutional goals as defined in the organization's by-laws and strategic plan.
- Performs other duties as assigned.

#### Specific Duties and Responsibilities

- Assumes mail drop-off responsibilities as required and requested.
- Manages/oversees the Friends of CHEC membership program.
- Manages assigned aspects of various CHEC fundraisers.
- Manages and keeps current CHEC's Constant Contact mailing lists by adding contacts from visitors' logs and importing contacts from WIX.
- Manages and maintains all aspects of CHEC's website, including CRM/analytics (coming).
- Acts as de facto IT point of contact for issues and assistance. Liaises with long-time IT vendor, as necessary.
- Administers the organization's MS365 and Google Workspace programs.
- Manages the organization's web platform via GoDaddy.
- Maintains CHEC's gift shop. Liaises with vendors to obtain environmentally themed, moderately priced consignment items. Orders similar items from various commercial vendors to add to CHEC's inventory for sale in the gift shop.
- Promotes CHEC events on CHEC's Chamber of Commerce web page/CoC website.
- Promotes CHEC and donor events via Constant Contact email transmissions (campaigns).
- Creates flyers, brochures, forms, banners, etc. for various CHEC trips, programs, events, exhibits and promotions as required.
- Pays bills online and via check.
- Reconciles gift shop cash and card sales each day. Passes cash deposits to CEO for action.
- Manages all incoming cash donations and other cash and card transactions. Ensures associated proper documentation. FedEx's all reconciled accounts receivables and payables receipts, and other required documentation, to Integrity at the end of each week.
- Manages CHEC employee time sheet creation/distribution and CHEC payroll. Submits bi-weekly payroll to Integrity, our front-end personnel/payroll vendor. Handles all associated paperwork. Performs bank transfer of funds to cover payroll. Liaises with Integrity on payroll and personnel matters.
- Manages onboarding and termination of employees and independent contractors.
- Uses QuickBooks Online to write checks, add vendors, research expenses and receivables, create General Ledger accounts in the Chart of Accounts, etc.
- Creates and maintains monthly outdoor boardwalk kiosk calendar.
- Places Amazon orders as required.
- Ensures CHEC has adequate cleaning and other required expendable facilities and office supplies on hand at all times.

#### KEY COMPETENCIES

- ✓ Excellent computer and software application skills

- ✓ Communication skills - written and verbal.
- ✓ Planning and organizing.
- ✓ Prioritizing.
- ✓ Problem assessment and problem solving.
- ✓ Information gathering and information monitoring.
- ✓ Attention to detail and accuracy.
- ✓ Flexibility.
- ✓ Adaptability.
- ✓ Customer service.

#### REQUIRED EDUCATION AND EXPERIENCE

- Associates degree, 60 college hours from an accredited college or university, or the equivalent in work experience.
- Two (2) years of progressive office experience in the clerical/administrative and financial fields.
- Excellent computer and software application skills.
- Proven proficiency with Constant Contact.
- Proven proficiency with WIX website builder.
- Proven proficiency with QuickBooks online.
- Proven proficiency with the Square Point of Sale application.
- Proven proficiency with PayPal.
- Proven proficiency with administration of MS365 and Google Workspace.
- Some proficiency in IT-related matters.
- The ability to prioritize is paramount.
- Ability to multi-task and work, as required, with those at all levels of the organization.
- Ability to properly manage sensitive and confidential data.

#### PREFERRED EDUCATION AND EXPERIENCE

Bachelors degree from an accredited college or university, or the equivalent in work experience.  
Four (4) years or more of progressive office experience in the clerical/administrative and financial fields.

#### CERTIFICATES AND LICENSURES

None required.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, balance or stoop. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near mechanical machinery and is occasionally exposed to possible risk of shock or injury. The noise level in the work environment is generally moderate but sometimes elevated due to group gatherings, meetings, etc. The duties listed are intended only as illustrations of the various types of detailed work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and candidate and is subject to change by the employer as the needs of the employer and requirements of the job change.