



Position Description

Position Title: Administrative Assistant

Reporting to: Business Manager, CEO

Work Hours: Monday-Friday (hours to be determined)
30-minute lunch
40-hour work week (hours may be flexed
with approval by CEO)

POSITION SUMMARY:

Energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

RESPONSIBILITIES AND DUTIES

- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoice and paid on time.
- Maintain front office, answer telephone, assist with membership registration, take messages, and carry out other requirements. Provide receipts upon payment of membership fees, and conduct cash, check, and credit/debit card transactions at the front office.
- Responsibilities for developing and implementing office policies by setting up procedures and standards to guide the operations of the office.

- Ensure filing systems (electronic and manual) are maintained and current.
- Establish and monitor procedures for record keeping (accounts payable and accounts receivable)
- Coordinate schedules, appointments, and bookings. Assist with employee schedule posting. Point of contact for employees/messaging.
- Monitors maintain and order supplies, materials for various programs (Youth Program, Gym Facility, Family Visitation Center) and inventory of equipment.
- Handle customers/members and visitors by greeting and checking in direct members and staff as they enter the facility. This will include collection of member/visitor information that may be required.
- Update and run reports on various programs (Food Bank, Gym Master, Authorize. Net, Medical Memberships, credit card reconciliation, etc.) _
- Facility rental agreements and reservations. (Multi-purpose room, certified kitchen, etc.)
- Oversee and complete clerical tasks, such as sorting and sending mail, updating employee mailboxes, employee name tags, collecting timesheets, distributing payroll, etc.
- Work harmoniously with others; other related duties (including refilling paper towels, toilet paper, office trash, keeping shared areas neat and sanitized, etc.)

QUALIFICATIONS:

- Basic understanding of accounting principles for accounts payable and accounts receivable.
- Proficient and familiar with Microsoft Office Software programs (Excel, Word, PowerPoint) and Google Docs

- Working with spreadsheets, calculations to keep track of fiscal matters while paying attention to detail
- Office management responsibilities, systems and procedures
- Time management skills and ability to multi-task and prioritize work assignments.
- Safe and secure working environment.
- Background check clearance
- High school graduation or equivalent.
- 5 years of work-related experience or 2-year associate degree at community college.

Last updated: 01-28-2025