

**Jefferson Center Foundation
Job Description**

TITLE: Administrative/Accounting Assistant

**OPERATING
UNIT:** Administration

PURPOSE: Provide clerical support to the Director of Finance and others as needed; assist with daily accounting functions; serve as receptionist and primary telephone operator.

REPORTS TO: Director of Finance

**DIRECT
REPORTS:** N/A

CLASSIFICATION: Regular full-time/Nonexempt

MAJOR JOB RESPONSIBILITIES:

- Provide clerical support to the Director of Finance
- Prepare daily bank deposits; take deposits to bank on a daily basis; enter deposits into accounting system for posting.
- Create accounts receivable invoices for all facility and tenant rentals as directed; enter payments into accounting system for posting; maintain client records in accounting system; follow up with clients on past due receivables.
- Enter approved accounts payable invoices in accounting system; prepare checks for payment as directed; maintain vendor records in accounting system.
- Enter contributions and grants in fundraising software and generate acknowledgement letters, maintain donor records in fundraising system
- Serves as initial point of contact to greet visitors to the office and to notify the appropriate staff of visitors arrival
- Serves as primary telephone operator to give or receive information or to direct calls to the appropriate staff
- Serve as primary contact with mail processing vendor.
- Serve as primary contact for copy machine service vendor, provide training and assistance to staff
- Order office supplies as needed; maintain supply closet in good order.
- Perform other duties as assigned.

ESSENTIAL REQUIREMENTS:

- Ability to give and receive information by telephone and in person.
- Ability to clearly communicate verbally and in writing with vendors, peers, supervisors, volunteers, and board/committee members.
- Ability to use computerized word processing, spreadsheet, and e-mail with proficiency.
- Ability to use specialized accounting software with proficiency.
- Ability to maintain absolute confidentiality.
- Ability to maintain a high degree of accuracy and attention to detail.
- Ability to use sound judgment in decision-making, and to work independently.
- Pleasant demeanor and polite attitude toward patrons and the public.
- Excellent organizational skills

QUALIFICATIONS:

- Associates Degree in Business or Accounting .
- Minimum of two years work experience in general office and bookkeeping duties.
- Basic knowledge of general accounting practices
- Proficiency using Excel and Word

ADA QUALIFICATIONS:

- Ability to sit for prolonged times at work station.
- Ability to lift and carry 10 pounds such as to move files to storage or store supplies.
- Ability to close visual acuity to perform activities such as preparing and analyzing data and figures; viewing a computer terminal; and reading
- Ability to hear and use telephone system and dexterity to utilize features to direct calls to staff members.
- Ability to type and use desktop computer and software programs to perform job duties.

I understand the responsibilities and requirements of this position.

Employee Signature

Date

Updated 5/31/2017