

# CommunityWorks ND & Lewis & Clark RDC

## Administrative Assistant

### Job Description

**Job Description:** The purpose of this job is to assist in the daily operation of CommunityWorks North Dakota and the Lewis & Clark Regional Development Council, across all functional areas. This position assists in all duties related to administrative systems, procedures, and policies with some light bookkeeping and accounting.

This position is regular full-time (40 hours per week) and reports to the Operations Director.

#### **Responsibilities:**

##### ***General Office***

- Mail
  - Take outgoing mail to post office
  - Open and distribute incoming mail
- Databases
  - Create Access databases as requested
  - Maintain office personnel database of addresses, phone numbers, and keyless entry numbers.
  - Maintain database with each employee's computer equipment, software, etc.
  - Maintain and update manual containing addresses, phone numbers, and member details.
  - Keep mail/phone directories current
- Shipping
  - Via FedEx, UPS, and USPS
- Answer Phone
  - Direct calls
  - Answer general questions and refer callers to other staff where appropriate
- Filing
  - Maintain paper and electronic files
    - Document retention: clean out files yearly, send files for shredding yearly
    - Scanning, storing, indexing
- Order office supplies and marketing materials
- Greet guests
  - Announce visitors
- Coordinate support for Boards and Committees
  - Create agendas, name tags, name tents, and meeting packets
  - Coordinate meeting facilities, meals, snacks and equipment for meetings
  - Assist in planning annual joint Board meetings (winter & summer)
  - Maintains Board and Committee membership database and contact information
  - Scan meeting minutes, Board member packets, etc. for electronic retention
- Website Content
  - Update website content as requested
- Trouble shoot problems with printers, fax, copiers and simple computer questions for all staff
- Phone system subject matter expert and troubleshooter

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### Job Description

#### **Accounting:**

- Receipts incoming checks
- Monthly financial closing
  - Gathers documentation and prepares reports for accountant
  - Assists with loan fund balancing for CWND & LCRDC
- Accounts Payable
  - General Ledger coding for Accountant
  - Enters invoices in QuickBooks
  - Mails out checks
  - Files payment backup

#### **Reporting**

- Monthly reporting of payments to DCS
- Prepare year-end reports
- Assists others with reporting as requested

#### **Lending**

- Prepare marketing packets
- Scan financial applications and file electronically
- Help with correspondence, proofing and mailing

#### **Requirements:**

##### **Education & Experience:**

- High School diploma or G.E.D. equivalent is required. Associates degree or some college education preferred
- Minimum of 2 years of bookkeeping experience required. A minimum of 5 years experience in an administrative role is required.

##### **Abilities & Skills**

- Proficient in QuickBooks accounting software
- Must possess good interpersonal and communication skills for relating effectively with others within and outside the organizations
- High level of attention to detail and accuracy
- Discretion and trustworthiness
- Expertise in administrative skills and general knowledge of office procedures
- Excellent written and verbal communication skills; analysis and problem solving skills
- Excellent skills in Microsoft Office, particularly Word, Excel, Access and PowerPoint
- Good organizational skills and ability to manage multiple priorities and change priorities quickly if necessary
- Reporting skills
- Supply management and inventory control