

## Fannin County Children's Center

### **JOB DESCRIPTION**

**POSITION TITLE:** Administrative Assistant

**RESPONSIBLE TO:** Executive Director

### **REQUIREMENTS**

- High school diploma or GED; college, business or advanced training preferred.
- Excellent verbal and written communication skills including grammar, punctuation, spelling, proofreading and telephone skills.
- Organizational skills, flexibility and ability to prioritize and handle multiple tasks and various staff in a faced-paced environment.
- Proficient in the use of a computer including typing, 10 key, email, internet, Microsoft Office including Word and Excel, Quickbooks and ability to learn other computer programs.
- Skills and experience in accounting tasks and data entry
- Ability to handle confidential information.
- Ability to work well with others, especially children, youth and families.

### **DUTIES & RESPONSIBILITIES**

1. Assist Executive Director in preparing donations of cash and checks for deposit in the agency's bank accounts in a timely manner and in accordance with the agency's financial policies and procedures.
2. Make bank deposits, conduct business at the post office and complete other local errands as assigned.
3. Complete filing in a timely manner in order to maintain accurate and complete files for accounting records, in-kind donations, client files, and others, as assigned.
4. Maintain client databases, donor database for agency, Rainbow Room inventory and others as assigned.
5. Order office supplies and shop locally for other agency needs.
6. Demonstrate hospitality and greet all who come to the center in a friendly and professional manner. Answer routine inquiries, take messages or direct them to other staff as appropriate.
7. Answer the phones in a friendly and professional manner; answer routine inquiries, take accurate messages and direct phone calls appropriately.
8. Stay informed of the agency's policies, procedures, programs and other activities in order to accurately answer routine inquiries and to know who to direct other inquiries to.
9. When accepting donations brought to the center, complete donation forms and/or receipts for the donor and agency and follow all policies and procedures.
10. Provide assistance as needed or requested to parents, caregivers or professionals in supervising children and youth who are at the center.
11. Assist all staff with copying, faxing, filing, mailings and other clerical support.
12. Assist staff with ensuring large conference room and kitchen are neat, clean, and prepared before and after meetings. Keep the reception area, play room and copy room neat, clean and safe. Ensure that refrigerator is stocked with drinks and snack basket is re-filled as needed.
13. Accept and distribute mail, incoming faxes and messages. Open mail with Executive Director or designated staff.

**OTHER**

1. Maintain confidentiality regarding cases and other sensitive agency information.
2. Maintain professionalism in all behavior, communications and appearance.
3. Attend training regularly to develop professional skills and keep abreast of issues impacting the agency and children served.
4. Assist with maintaining a clean and safe work environment.
5. Other duties as assigned by the Executive Director.