
Job Title: Administrative Assistant**Department:** Administration**FLSA Classification:** Hourly, non-exempt**Reports to:** Director of Administration**Hours:** Full Time 36 Hours per week**JOB SUMMARY**

This position is responsible for general office tasks under the direction of the Administration Director. Duties include answering incoming calls, office reception, accounting duties assistance as needed, agency mail services, assisting with Director of Administration needs, agency monthly calendar, meeting arrangements and ordering agency supplies.

ESSENTIAL DUTIES & RESPONSIBILITIES**Responsibilities****Administrative Functions**

1. Answer telephones efficiently and professionally and perform reception duties promptly.
2. Process incoming and outgoing mail and maintain a record of stamp allocation.
3. Receipt incoming monies, perform daily bank deposits, assist in processing accounts payable checks, communicate with accounting department and prepare reports under the direction of the Administration Director.
4. Document and process donations received, prepare and process bank deposits, and monitor petty cash and credit cards.
5. Maintain office supplies and maintain vendor relations. Order agency supplies as requested by program staff. Act as point person for purchases and for shipping and receiving.
6. General office duties including filing, scanning, labels, copying, collating, faxing for agency.
7. Assure confidentiality of all employee information.
8. Assist in researching quotes on agency and program expenditures when requested.
9. Assist in set up for All Staff and Board meetings, trainings, committees, and events under the direction of the Administration Director.
10. Maintain administrative areas including reception, kitchen, storage, conference room.
11. Develop and distribute a monthly agency calendar under the direction of the Administration Director.
12. Other duties as assigned.

Accounting Functions

- Enter accounts payable for bills and credit card payment to proper general ledger and program after scanning for accuracy; matching back up and securing signatures, as needed.
- Enter accounts receivable for program revenue to proper general ledger and program after approval from Bookkeeper.
- Other back up duties of Bookkeeper as assigned.

PREFERRED QUALIFICATIONS

- Bilingual (Spanish preferred)

MINIMUM QUALIFICATIONS

1. Education
 - Required: High School diploma or equivalent
2. Experience
 - Administrative office experience preferred
3. Other required Knowledge, Skills, and Abilities:
 - Proficient in PC computer applications, including Microsoft Office Suite, payroll software, web browsers, and e-mail software. Microsoft 365 and Outlook.
 - Strong organizational and administrative skills.
 - Ability to prioritize tasks and manage time effectively.
 - Positive attitude and ability to be a team player.
 - Effective communication skills and the ability to interact professionally with a diverse group of clients and staff.
 - Sensitivity to issues of people with disabilities and their families.
 - The person who fills this position must pass a DSHS criminal background clearance,
 - Valid driver's license, reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

EQUIPMENT USED

- General office equipment, including phone, fax and copy machines, computers, printers, etc.
- Computer with Microsoft Office Suite software, Payroll software, etc

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
 - Sherwood offers a positive work environment and a responsible, consistent work ethic.
 - This position requires strong follow-through.
 - Ability to prioritize and multi-task.
- 2 Physical Requirements
 - Able to comfortably work in an office environment, including sitting for extended periods of time, moving about campus, as needed, and communicating clearly.
 - May include stooping, kneeling, reaching and lifting items up to 30 pounds.
- 3 Working Conditions
 - Indoor office environment and community settings.
 - Sitting, standing, mobility.

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities. All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

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