



Administrative Assistant/Bookkeeper Job Description

Status: Full Time, 40 Hrs. per week

Typical Work Hours: 8:30-4:30 M-F

FLSA Exemption: Non-exempt, Hourly

EEO Category: Administrative Support

Reports to: Executive Director

Revision Date: February 3, 2021

Job Purpose:

DRIVE is an economic development entity serving the Central Susquehanna Region. The Administrative Assistant is a vital part of the DRIVE team responsible for supporting the organization through a variety of administrative and office management responsibilities, and competencies in bookkeeping to further DRIVE's mission. In addition to daily administrative and clerical duties, the Administrative Assistant will serve as a visible partner in the organization, interacting with our clients and partners in person, via phone and electronically; and therefore must present a professional, service-oriented, demeanor in order to ensure trust and community confidence in the DRIVE team.

Essential Duties & Responsibilities:

Financial record keeping

- Compile invoices for approval by Executive Director
- Enter accounts payable and receivable into QuickBooks
- Prepare monthly financial reports including reconciliation of accounts
- Print checks for signatures, make bank deposits
- Keep accurate files for all financial documents
- Data entry and reporting for other organizations that contract with DRIVE for administrative services

Facilitate board meeting preparation

- Attend DRIVE board meetings
- Prepare minutes from each board meeting
- Compile needed documents for board packets in a timely fashion

- Send board packets to members in advance of meeting date
- Assemble needed documents and checks for Executive Director prior to meeting

Support DRIVE's mission with the public and stakeholders

- Greet visitors to the office in a friendly and professional manner
- Answer incoming calls and respond to inquiries in a friendly and professional manner
- Keep accurate record of missed calls including name of caller and return number
- Maintain professional appearance and attitude

Qualifications:

- High-school diploma or equivalency required
- Experience applying bookkeeping principals to manage multiple accounts accurately
- Proficiency with QuickBooks software having used it for 1-3 years
- Proficiency with Microsoft Office suite or products (Outlook, Word, Excel, PowerPoint)

Competencies:

- Self-starter and able to solve problems with minimal guidance
- Prioritization and able to balance a variety of projects and tasks daily
- Strong organization skills and attention to detail
- Friendly, service-oriented demeanor

Physical and Mental Requirements:

- Able to sit in a chair at a desk for much of the day, using a computer, keyboard, telephone, photocopier, and filing documents
- Able to perform math and financial analysis at an intermediate level
- Able to explain the product of their work, especially in regard to bookkeeping and financial processes

Working Conditions:

- Work is primarily conducted in an office setting during normal business hours.

This job description is not a comprehensive list of all activities, duties or responsibilities and may change without advance notice. This job description is also not a contract for employment and does nothing to change the at-will status of employment. The employer is an Equal Opportunity Employer.

Employee Name _____ Signature _____ Date _____

Supervisor Name _____

Signature _____

Date _____