

Part-Time Accounting Clerk and Administrative Assistant

Reports to: CFO and Director of Operations

Job Duties

Accounting Clerk:

1. Balance cash receipts each day to Altru system.
2. Record daily cash receipts in accounting system.
3. Take deposits to bank.
4. Match invoices to approved purchase orders.
5. Record invoices in accounting system.
6. File invoice by date due in CFO's file.
7. Mail all payments for invoices.
8. Maintain vendor files.
9. Complete special projects as assigned.

Administrative Assistant:

1. Maintain communication with the Board of Directors, Executive Board, and Advisory Board. Attend meetings, take minutes and distribute timely
2. Attend Small Steering Committee Meetings—take minutes and distribute weekly
3. Perform clerical administrative tasks including, but not limited to, copying, filing, research and follow up as needed for Senior Leadership Team
4. Order office supplies from Staples on a bi-weekly basis, if needed
5. Send all-staff emails
6. Update organization chart, as needed
7. Distribute mail
8. Maintain CEO's calendar and schedule meetings
9. Print flyers
10. Pick up Walmart and Sam's orders
11. Assist VP of Development with donor letters
12. Review, forward and clear out general info@ email
13. Support staff in planning and execution of events, such as Shakesbeer
14. Other administrative assistant duties as assigned

Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Ability to interact effectively, professionally, and courteously with visitors, staff, media and volunteers.
- Strong commitment to the Discovery Center mission, vision and values.
- Ability to perform interactive and fast-paced team oriented tasks.

- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Ability to read, analyze, and interpret general business information; the ability to write business correspondence; the ability to effectively present information and respond to questions from visitors, staff, media and the community.
- This job regularly requires periods of standing, sitting, walking, use of hands and arms, bending, kneeling, stooping, reaching, turning, twisting and lifting above and below the waist, push/pull up to 10 lbs. and lift up to 25 lbs., use of computer and keyboard, listening and speaking in person and on the phone. Must have the ability to use both hands in fine manipulation of small tools (copier, computer, telephone, typewriter, calculator, safe); the ability to see

Preferred Education and Experience

- Associate's degree in Accounting
- 2 years accounting experience
- Proficiency in Microsoft Office, including Word, Excel and Power Point
- Exposure to Altru