



Position: Administrative Assistant
Classification: Fulltime Non-Exempt
Supervisor: Executive Director

POSITION SUMMARY: Provide administrative support to the Executive Director; balance, enter, and post donations in donor software system; prepare cash deposits; send out donor acknowledgement letters; answer incoming calls and route them accordingly; and provide assistance to other Director staff as directed by Executive Director.

JOB DUTIES:

- Provide administrative support to the Executive Director including scheduling, calendaring, preparation of correspondence and reports
- Open donations, sort by code/specific appeal, run tape total for each, prepare for processing
- Print and review online credit card and e-check donations daily and ensure donor system totals balance with credit card processor report
- Create batch(s) to enter in donor system, one each for checks and cash
- Scan checks and enter them into the computer and Regions Quick Deposit
- Prepare cash deposit slip for the Director of Finance
- Process, print and mail acknowledgement letters and tributes
- File scanned checks
- Lock up donations not entered daily
- Serve as primary receptionist: triage and route incoming calls appropriately and greet and direct business office visitors
- Take donations by phone and enter information into system batch
- Make corrections to donor list and update the system
- Maintain adequate balance for postage machine and copier toner supply
- Help with grant lists and prepare payments for distribution
- Other office duties as assigned

QUALIFICATIONS:

- Education/Experience – High school diploma or an associate degree with a minimum of five years office administration experience.
- Proficiency in Microsoft Office (WORD, Excel, PowerPoint) and Adobe

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to manipulate, reach with hands and arms and to speak and listen.

ATTITUDES AND ATTRIBUTES: Christian Commitment – must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character

Revised: 01-11-2023