**Position**: Administrative Assistant

**Accountability**: Administrative Assistant is accountable to the Executive Director

**Objective**: observe confidentiality and promote the mission and values ofthe Souris Valley United Way

**DUTIES**:

1. ***General***
   1. Perform administrative support to Executive Director
   2. Administer duties such as phone, typing, copying, faxing, filing, data entry
   3. Carry out daily business operations, maintain office equipment, purchase supplies, light cleaning
   4. Prepare and draft correspondence as requested
   5. Process incoming mail and coordinate bulk and large mailings
   6. Support the Board of Directors and Board meetings to include preparing agendas and taking minutes
   7. Attend and participate in staff meetings (before and after hours) and outside meetings or trainings as necessary and appropriate
2. ***Finance & Administration:***
   1. Maintain up-to-date records on financial matters including, but not limited to, accurate records of accounts receivable and preparation of monthly bills for accounts payable
   2. Reconcile bank statements for checking and money market accounts
   3. Prepare financial statements
   4. Manage payroll procedure including processing payroll, maintaining payroll forms and enrollment forms for medical and other benefits, preparing and filing payroll tax forms (federal and state)
   5. Work with Executive Director and Treasurer to develop a yearly budget
   6. Provide information and assistance to the outside auditing firm
3. ***Fundraising and Allocations***
   1. Support annual campaign operations to include promotional materials, events, solicitations, presentations, and donor acknowledgement
   2. Record pledges in campaign software and manage computer information database(s)
   3. Tally campaign results and prepare weekly reports for the Executive Director
   4. Manage the designation process including recording designations, generating designation reports and advising other non-profit organizations of their designation totals upon campaign completion
   5. Prepare and mail IRS substantiation letters to all contributing donors
   6. Process quarterly billing statements
   7. Assist with Allocation Process to include mailing applications, compiling statistics, preparing packets, note-taking and communication with agencies
4. ***Dolly Parton Imagination Library***
   1. Manage online registration system, register and remove individuals as required
   2. Organize undelivered books, try to locate family and/or remove name from list
   3. Handle incoming calls about the program and help individuals as needed in registration process

**DESIRED SKILLS, KNOWLEDGE & ABILITIES:**

* Associates Degree and/or the equivalent of 3-5 year experience in the nonprofit sector specifically in the areas of administration and/or finance
* Strong administrative, organizational, written, oral and listening skills
* Working knowledge of QuickBooks, Microsoft Word, Excel, Access, PowerPoint and Publisher
* Strong computer skills to include proficiency to 10 key and type
* Perform software updates, assist with managing website donations, and other electronic social media
* Initiative, self-discipline and the ability to work without supervision
* Possess a valid driver’s license and vehicle
* Ability to lift 50 lbs. and make deliveries in the community
* A compelling commitment to the philanthropic sector and to the betterment of the community
* A high level of analytical ability required in order to monitor and refine United Way systems and procedures and ensure compliance with governmental rules and regulations
* Perform other duties as assigned