SUMMARY

The Administrative Assistant is a full time position directly responsible to the Finance Director and the staff. The Administrative Assistant is responsible for monitoring the phones and reception area, office operations, data entry, bookkeeping, facilities management, and project support of the Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

OFFICE MANAGEMENT AND RECEPTION

- Serve as receptionist and answer telephone calls from 8:00am to 5:00pm on workdays
- Manage general office operations including monitoring and ordering office supplies, keeping reception area materials stocked, and maintaining overall order and organization of the office
- Assist in the maintenance of Fund, donor, vendor, financial and other files
- Distribute daily mail
- Greet and welcome donors and visitors. Communicate with donors and visitors accordingly based on reasons for visits.
- Assist staff with copying, mailings, data entry, filing, and other general activities
- Responsible for the implementation and ongoing maintenance of all relevant organization policies and procedures

FACILITIES MANAGEMENT

- Responsible for Freight Room and Board Room scheduling, booking, and rental payments
- Responsible for general building maintenance needs by managing Depot Work List and staff requests
- Coordinate the schedules and activities of the DCCF Building Manager and other cleaning service providers and ensure the effective discharge of their duties
- Ensure staff coverage of the building during business hours

BOARD, STAFF, MEETING AND PROJECT SUPPORT

- Assist with the scheduling of meetings. Manage logistics of meetings including location and amenities as needed
- Prepare meeting materials as requested. Manage RSVP lists and follow up when necessary
- Manage logistics of meetings as requested, including Zoom links, amenities, signage, and meals
- Assist with special initiative and event planning
- Provide administrative support to staff members, Board members, and committee members as requested
- Assist with Grant and Scholarship related activities, reports, acceptance letters, and other communications as well as special Fund related programs
- Provide Administrative Support to Give DeKalb County
- Respond to other duties as assigned
BOOKKEEPING AND DATA ENTRY

- Perform various bookkeeping functions such as inputting vouchers, cutting checks, handling deposits, reviewing accounts, and other tasks as directed by the Finance Director.
- Assist all staff with data entry, reconciliation, data cleanup and data validation needs, as requested.
- Process gift acknowledgments and notification of gifts, when appropriate, for memorials/honorary gifts, Fund contributions, etc.
- Work with Finance Director to produce and distribute Fund statements for donors and advisors.
- Handle donor and advisor inquiry calls.
- Monitor local newspaper obituary postings for record updates.
- Assist in software implementation and improvement efforts.

REQUIRED SKILLS & ABILITIES

- Superior communication, verbal and written.
- Exhibit sound judgment with the highest ethical standards.
- Able to maintain effective relationships with financial institutions, donors, and other stakeholders.
- High level proficiency with Microsoft Office products.
- Willingness to learn new software programs.
- Three years related office experience; not-for-profit preferred.
- Associates degree preferred.
- Bookkeeping experience preferred.
- Familiarity with the DeKalb County community and knowledge of DeKalb County non-profit organizations preferred.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

This role description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.