**Job description: ADMINISTRATIVE ASSISTANT - finance**

**Department:** Campus

**Reports To:** Area Administrator

**Recruited By:** Area Administrator

**Approved By:** Vice President of Programs

**Organizational Unit:** Campus

**Status:** Full-Time

**Classification:** Non-Exempt

## JOB SUMMARY

The Administrative Assistant serves as the assistant to the Area Administrator and provides support services to other Campus staff members. The Administrative Assistant works closely with the Finance department to ensure all accounting functions for the Campus are completed in an accurate and timely manner.

## ESSENTIAL DUTIES AND FUNCTIONS

1. Submit credit card reconciliation reports by the 8th of each month.
2. Maintain petty cash account and prepare reimbursement checks for cottage allowance/petty cash expenses within 24 (business) hours of the approved request. Reconcile the account to ensure accuracy at least twice per month.
3. Maintain records and track expenditures of temporary restricted accounts related to campus purchases and provide updated reports to Area Administrator.
4. Code and submit check requests and invoices for payment to Headquarters office on a bi-weekly basis.
5. Provide back-up phone assistance to Receptionist as needed.
6. Assist in training Campus staff in procedures for credit cards, check requests and receipting for all purchases.
7. Assist Area Administrator by taking phone calls, managing calendars and preparing mailings/memos.
8. Preserve the confidential nature of all work.
9. Attend staff meetings.
10. Perform other duties as assigned by Area Administrator.

## MINIMUM QUALIFICATIONS

High school diploma or GED with Associate’s Degree preferred; courses in accounting desired

Experience in clerical work

Proficient in Microsoft Office, specifically Excel and Outlook

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

* Computer and systems skills including experience with Microsoft Word and Excel.
* Mathematical abilities including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to develop intermediate mathematical formulas in Excel spreadsheets.
* Ability to build effective professional working relationships internally and externally.
* Effective communication skills, both oral and written; attention to detail, and ability to multi–task and stay organized under tight deadlines.
* Presents him or herself outside the agency in a manner in keeping with the firm’s core values and guiding principles.
* Ability to maintain confidential employee and company information.
* Ability to multi-task.
* Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
* Ability to solve daily problems by analyzing situations, determining next step and implementing.
* Ability to comprehend and process information rapidly and accurately.
* Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
* General knowledge of standard office practices and office equipment.

## SPIRITUAL QUALIFICATIONS

* Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
* Must have a sense of commitment to ministry through vocation.
* Possess a sincere desire to seek God and His kingdom.
* Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
* Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
* Be a member of a New Testament, evangelical Church in the local community and attend regularly.
* Engage in witness activities as a normal part of life.

## PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devises may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes, documents, and or computer equipment.

## 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 enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.

*I understand this job description is not intended to be an “all-inclusive” list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities.  I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_