

## **Chelsea Senior Center Job Description for Administrative Assistant**

### **Job Summary:**

Act as support staff in the day-to-day activities of the center as well as all fundraising, grant writing and special events. Provide training and direction to office volunteers and manage the day-to-day accounting of the Senior Center's books, payroll, deposits and monthly fiscal reports. Position is 20-40 hours per week and salary is commensurate based on candidate skills and experience.

### **Essential Duties:**

- Manage all financial expenditures and accounts receivable of the Chelsea Senior Center.
- Reconcile and balance all monthly bank statements and work with the Executive Director and Board of Director's Treasurer to provide timely reports for monthly Board meetings.
- Pay all monthly expenditures as authorized by the Executive Director and Board of Directors.
- Prepare bi-monthly payroll and submit necessary State and Federal reports.
- Work with the Executive Director to prepare for the annual financial audits.
- Provide general support for operations and facilities management, including ordering office supplies.
- Manage service contracts relevant to the Senior Centers daily operations which may include, but not limited to, rent, phone service, internet service, and insurance.
- Recruit, train, schedule and direct the daily front desk volunteers to ensure that morning and afternoon coverage is available. Volunteer management also includes coordinating an annual volunteer appreciation event.
- Help with bulk mailing, emailing, and distribution of monthly newsletter.
- Assist the Executive Director in all fundraising efforts and special events hosted by the Chelsea Senior Center.
- Maintain accurate, secure and confidential records and files.

### **Required Skills:**

- Proficient with all software programs used by the Chelsea Senior Center which may include, but not limited to Microsoft Word, Excel, and Outlook.
- Familiar with Quickbooks and Publisher.
- Possess exceptional verbal and written communication skills to be able to relay information effectively to the public at large, the Board of Directors, Senior Center members, staff and volunteers.
- Be able to work efficiently and independently. Must be able to multi-task and prioritize multiple deadlines.
- Possess excellent customer service skills.

### **Preferred Skills:**

- Proficient with Quickbooks and able to understand accounting principles.
- Experience with planning, organizing and directing the work of others, either directly or through subordinate supervision.
- Able to take written or verbal direction from the Executive Director or Board of Directors.

### **Physical Demands:**

Duties require typical activities you would see in an office environment. Tasks may be performed with or without reasonable accommodation.

### **Education:**

High school diploma or G.E.D. equivalent required. Preference given for a completed Associate or Bachelor Degree in a field related to Fiscal Management, Social Services, Public Health, Marketing, or Professional Fundraising.

### **Licenses and Certifications:**

- Must possess a valid Michigan driver's license.
- Other applicable certifications.

### **In Addition:**

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. Flexibility in scheduling will also be required.