

## CHAPTER 4 – JOB DESCRIPTIONS – BUSINESS SERVICES DEPARTMENT

<b>Job Title:</b>	Administrative Assistant
<b>Function:</b>	Support
<b>Supervisor:</b>	Director of Business Services
<b>Employee Status:</b>	Full Time Non-Union
<b>FLSA Category:</b>	Non-Exempt
<b>Supervises:</b>	None

### **Job Description:**

Under the direction of Director of Business Services; performs routine work for processing payroll in a bi-weekly sequence; prepares all necessary paper work for the marina; prepares reports, surveys, statistics, manuals and other information for distribution in a timely fashion for recommendation, works closely with Directors, and acts as liaison with various groups inside and outside the District.

An employee in this classification must be able to analyze and recommend as situations develop; must be responsible to initiate and delegate authority in a situation; must have a total understanding of District activities.

### **Desired Qualifications, Skills, and Abilities:**

- Must be a strong communicator;
- Must be a liaison with community groups and organizations for the District;
- Must be able to analyze and make suggestions based on the facts;
- Must have complete understanding of the District operations;
- Must possess, at a minimum, basic and intermediate skills of Microsoft Office Word and Outlook;
- Must possess, at a minimum, basic skills of Microsoft Office Excel and Power Point;
- Must possess, at a minimum, basic skills of Adobe Acrobat;

### **Work Activities: (Illustrative only)**

- Maintain all aspects of the District's payroll system;
- Process wage garnishes, credit union, united way, cafeteria plan and union deductions for bi-weekly payroll;
- Process and prepare all payroll state, federal and unemployment quarterly reports;
- Maintain and update vacation ledger for full-time and seasonal union employees;
- Comprehend the accounts payable and receivable program for the district and be the backup person for them;
- Post journal entries to the District's General Ledger system;
- Process ACH origination transactions for the District;
- Make daily deposits for business office;
- Operate all office equipment;

- Process all marina paperwork and keep a running inventory on slip rentals;
- Receive telephone calls and refer callers to appropriate individuals or departments;
- Assist the IMRF Authorized pension agent, maintain enrollment, changes, terminations and monthly reporting for District employees;
- In conjunction with the Executive Director, organizes and assembles the monthly electronic board packet for distribution and posting online to the district's website;
- Prints the District's monthly financial reports for the board packet;
- Be the deferred compensation representative maintaining employee enrollment;
- Oversee the preparation of the annual Executive Summary;
- Post the monthly board agenda and minutes on the District's website;
- Act as liaison between the District and its affiliate organizations, including tracking their donations;
- Provide orientation and sign up for all new full time employees;
- Work with the public answering all questions and concerns;
- Perform all other duties as assigned.

**Physical Requirements:**

- Standing, walking and sitting, talking, hearing, and seeing to perform the following necessary abilities: operate and perform minor repairs to office equipment including, but not limited to: computers, printers, copiers, adding machines, telephones, fax machine and postage meter;
- Ability to lift light to moderate objects.

**Special Considerations:**

- Subject to indoor and outdoor environmental conditions.
- Must exhibit good problem solving ability and good judgment in keeping with the mission of the District.
- Must be able to organize and coordinate several work projects and simultaneously or in succession.

**Acceptable Education and Experience:**

- Education equivalent to graduation from high school.
- Employee should have five years experience in office operations and familiarity with District operations.