

Seward County Chamber & Development Partnership

Position Description Administrative Assistant and Bookkeeper

BASIC FUNCTION:

The Administrative Assistant and Bookkeeper is responsible for maintaining the Seward County Chamber & Development Partnership (SCCDP) office systems and equipment, including bookkeeping and payroll, responding to general communications, assisting with events, helping members and visitors feel welcome, and providing administrative support as needed.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the President & CEO

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Maintain office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provide historical data reference by defining procedures for retention, protection, retrieval, transfer, and disposal of written and electronic records.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Complete operational requirements by scheduling and assigning employees and following up on work results; maintain a master meetings schedule for all employees and volunteers of the SCCDP and provide necessary reminders to ensure regular attendance.
- Keep the President & CEO informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Perform clerical and general office duties for the President & CEO and other staff members.
- Contact business and community leaders, including the Board of Directors, and the general public by phone, in person, by e-mail, and interact extensively with all staff members of the SCCDP.
- Compile monthly agenda and related materials for the SCCDP Board of Directors meetings; maintain records of all Board activities, official documents, and Board terms; and attend all Board meetings to record, transcribe, and distribute minutes, as required.
- Assist the President & CEO to create the annual budget for the SCCDP and ensure regular tracking of all budget categories.
- Perform other duties as assigned.

STANDARDS OF PERFORMANCE:

The standards required for successful performance of this job are:

- Demonstration of ethical behavior, acceptable levels of attendance, strong work ethic, high level of customer service, and positive attitude

- Interpersonal relationships that encourage openness, teamwork, candor and trust, both within and outside of the organization
- Professionalism and discretion in maintaining confidential information
- Excellent time management and organizational skills
- Timeliness and accuracy in completing assigned duties
- Initiative and creative thinking in decision-making, problem resolution situations, and the performance of job duties

MENTAL AND PHYSICAL REQUIREMENTS:

- Ability to demonstrate effective and accurate oral and written communication skills
- Ability to maintain a high level of visual attention and mental concentration for significant periods of time
- Ability to build strong relationships and work well with others
- Ability to solve job-related problems and make decisions where procedures are established but conditions change; initiative must be exercised to overcome minor obstacles
- Ability to read, analyze, and interpret job-related information
- Ability to manipulate necessary office equipment, computer software, and peripherals

WORKING ENVIRONMENT AND CONDITIONS:

- Performs duties in a well-ventilated, well-lighted, and temperature-controlled office environment; noise level is a minimum
- Minimal travel inside Seward County, is required

EDUCATION, TRAINING, AND EXPERIENCE:

- Requires an associate or bachelor's degree in a related field, working toward a degree, or adequate years of related experience
- Excellent grammar and writing skills
- Knowledge of Microsoft Office and QuickBooks programs
- Experience in accounting or bookkeeping and payroll procedures, budget/expense tracking
- Experience in organizing an office with multiple employees, especially maintaining a detailed filing system
- Valid Nebraska Driver's license

EQUIPMENT AND TOOLS:

- General office equipment
- Basic computer and software use, including email, Internet, word documents, spreadsheets, desktop publishing, presentations and databases, and QuickBooks

SALARY RANGE:

\$25,000 to \$30,000 with benefits