



## **Administrative Assistant Job Description**

Part-time – up to 24-32 hours per week

- **Manage Customer Service**
  - Responsible for office opening and closing, ensuring the office is presentable during regular office hours.
  - Provide timely and courteous customer service via phone, walk-in customers, and via email accounts for District.
- **Bookkeeping responsibilities**
  - Maintain change drawer, verifying monthly
  - Manage receipt book, receipt in all transactions and give to Operations Coordinator to put in accounting system
  - Do bank deposits for Special and District Funds, reconcile invoice payments, aged receivables.
  - Create invoices, warrants, accounting reports
  - Run errands to Administration building for HR, Auditor, treasurer, etc.
  - Manages Stamps.com and bulk postage account
  - Monitors the online orders, oversee PayPal account
- **Office Support**
  - Manage supply and equipment orders.
  - Set up meeting rooms, manage zoom account, gather materials needed for onsite and off site meetings.
  - Help record Board and volunteer time in timekeeping module
  - Manage office inventory: tracks incoming and outgoing equipment, maintaining annual inventory list with new purchases, salvage report and sales of inventory.
  - Manage administrative and shared files including paper and electronic. Filing maintenance and historical documents, be current on trainings, updates and participate in Records Commission meetings when needed
  - Assists with registration and travel plans for professional development for staff and board
  - Provides support to the Director and Operations Coordinator including assistance with calendar, communications and tracking deadlines
  - Create required reports for board meetings
  - Completes service call requests for maintenance, equipment and IT

**Minimum Qualifications:** Graduate of an accredited college with an Associate's Degree (preferably in accounting, business management or related field); or an equivalent combination of education and experience.

Familiarity with accounting software. This position will use Google Mail, Calendar, and Drive. Proof of valid Ohio driver's license and remain insurable. Must pass a Licking County pre-employment drug screening.

This is a part time position for 24-32 hours per week. Some after office hours or weekend events may be required.

**Salary and Benefits:** Salary is commensurate with experience. Part-time benefits include enrollment in the Ohio Public Employee Retirement System, health insurance plan option and paid vacation, holidays and sick leave. We are an equal opportunity employer.

**Application Procedure:**

Submit cover letter, resume and three references:

- Email (preferred) to [HiringManager@LickingSWCD.com](mailto:HiringManager@LickingSWCD.com).
  - Name file with first initial and last name and Admin Assistant.
  - Send all documents in one pdf file.
- Mail to 771 East Main Street, Suite 100, Newark, OH 43055.