

Grand Traverse Conservation District

Office Assistant

Position Description

POSITION IDENTIFICATION:

Office Assistant; part-time; 20 hours per week, Hours; Primarily Noon to 4:00PM, M-F; FLSA non-exempt position

POSITION SUMMARY:

The Office Assistant is responsible for providing day-to-day administrative support to finance and administration staff of the Grand Traverse Conservation District. Primary responsibilities may include: daily mail processing to include receivables and donor/membership data basing; daily server back-ups; processing outgoing daily mail; maintaining adequate office and janitorial supplies and postage; filing; entering data into QuickBooks and eTapestry computer programs; assisting with District meetings, Annual Meeting & election documents; tracking raffle tickets; and, other duties as directed by the Finance and Administration Coordinator.

RELATIONSHIPS:

Reports to: Finance and Administration Coordinator

Supervises: None

Works with: All Grand Traverse Conservation District staff; volunteers

RESPONSIBILITIES AND DUTIES:

Office Assistance (40%)

- Obtains, distributes and files all incoming mail and takes daily outgoing mail to a postal receptacle;
- Reviews for accuracy, print and distribute electronic timesheets to staff after each pay period;
- Programs recorded updates into phone system to accommodate new staff, revise phone extension cards and edit and record District main phone message;
- Programs District cash registers for various events;
- Acts as regular contact for the independent custodial contractor for the Boardman River Nature Center and District offices;
- Monitors and orders to maintain adequate levels of janitorial and general office supplies for the District;
- Performs errands that assist regular office functions as needed; post office, banking, office supplies, janitorial supplies, etc.;

(Office Assistance Continued)

- Responds to staff inquires regarding office machine maintenance and repairs and makes appropriate calls for service; for copier, printers, fax and telephone system, nature center appliances;
- Organizes and maintains the files/records for office equipment manuals, repairs and warranties;
- Maintains established office filing and storage systems;

- Maintains and distributes updated Board/Staff contact lists;
- May assist Finance and Administration Coordinator with other duties as needed.

Financial Assistance (50%)

- Completes accurate receipting of daily receivables of cash, checks or credit cards;
- Processes daily donations and enters gifts into eTapestry and file per Development Coordinator;
- Prepares donor letters for Executive Director's signature within 48-hours of receipt;
- Monitors and initiates renewals for Grand Traverse Conservation District's friends (membership) program;
- Reconciles Nature Center cash register and obtains monies from donation tube regularly;
- Assists in safeguarding the integrity and security of District information and property, backs up the server daily and carries tapes off-site;
- Assists on cash register at District events such as the Seedling, Native Plant Sales and other district events, to include proper internal controls and separation of duties for cash handling;
- Assists Finance and Administration Coordinator in various duties including but not exclusive of: preparing payables to be entered in the accounting system; compiling annual SS/NPS Statistics for various reports; tracking raffle ticket sales per license requirements;

Organizational Support (10%)

- Attends and participates in regular staff meetings;
- May be asked to provide general information and support to staff for Conservation District operations as it relates to budgets, policy and/or general operations.

STANDARDS OF PERFORMANCE:

Success is measured by the degree to which:

- Daily Receivables are processed and entered accurately in accounting and donor software, letters are generated and mailed on time;
- New and renewed friends (membership) applications are maintained and generated on time;
- Timesheets for Conservation District staff are processed on time;
- District phone systems are maintained and updated with proper recordings and individual staff office phone cards are accurate and up-to-date.
- District cash registers are programmed as needed and are balanced regularly.
- Office machinery contracts, warranties and supplies are filed and maintained within budget as planned;
- Highest standards of confidentiality are maintained regarding our donors, volunteers and district personnel;

WORKING CONDITIONS:

The primary work place is in a typical office setting at the Grand Traverse Conservation District office in the Boardman River Nature Center in Traverse City, MI.

REQUIRED KNOWLEDGE & EXPERIENCE:

Related Work Experience

- A minimum of four years current experience in an administrative role.

Formal Education or Equivalent

- High school diploma required.
- Associates degree (or equivalent training) in business management and/or accounting preferred

Skills & Abilities

- Excellent organizational skills, with motivation for details and high level of accuracy;
- Able to focus and manage several projects in an environment with multiple distractions;
- Must be able to work independently of direct supervision and as part of a team;
- Experience working with QuickBooks, or similar accounting software;
- Familiarity with the eTapestry (or similar donation management software) a plus.
- Ability and track record of maintaining strict confidentiality regarding personnel information and as appropriate; the assets of the Conservation District;
- Ability to operate a standard cash register
- Proficient in use of PC and Microsoft Office Suite, specifically Excel;
- Must have valid driver's license and vehicle that may be used for local travel for the District.

COMPENSATION

\$12.00 to \$14.00 per hour. Benefits include 8 paid holidays, 12 vacation days and 12 sick days per year; pro-rated.

PREFERRED START DATE: 9 April 2012

TO APPLY: Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Finance and Administration Coordinator; Kathleen Zatorski at gtcd.a3@gmail.com. The application can be found on the GTCD website www.natureiscalling.org. No calls please.

Applications must be received no later than 4:30 PM EST, Friday 24 February 2012.

The Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.