



Job Title: Administrative Assistant

Department: Administration

Supervisor: Director

Name of Employee: _____

Job Description: The administrative assistant will promote success of mission through assisting the Director of Guest Services, Director of Development and Marketing, and the Executive Director.

Responsibilities including but not limited to:

Bookkeeping/QuickBooks (50% of job responsibilities)	<ul style="list-style-type: none"> • Manage QuickBooks duties; entering accounts receivable and payable • Manage vendors billing and payment • Facilitate billing of groups and individuals with Director of Guest Services • Process donations
Employee records	<ul style="list-style-type: none"> • Manage and update time clock • Keep employee records up-to-date with all needed documentation • Maintain OSHA employment posters
Payroll	<ul style="list-style-type: none"> • Process timecards for payroll • Communicate with payroll management company
Vendor files	<ul style="list-style-type: none"> • Assist with contracts as needed • Communicate with vendors to make changes to billing, services, accounts
Miscellaneous office assistance	<ul style="list-style-type: none"> • Answer phones • Promote communication through phone and email correspondence • Manage electronic and paper files • Order office supplies within budget • Maintain schedule, review, and renewal of licenses and contracts such as vehicle registration, boat registration, contracts with vendors • Research projects • Distribute mail • Provide Guest Services to weekday groups as needed
Program	<ul style="list-style-type: none"> • Maintain program records; maintain database, register participants; collect payments • Manage records and financials of Dunrovin programs

Job Expectations: As a center for hospitality, the Dunrovin employee aims to offer a warm welcome and exceptional hospitality for every person who comes. The employee will strive to communicate respectfully with staff members and all who come, maintaining an atmosphere of Christian peace. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, will maintain an approved schedule of hours, and will meet with and be accountable to a supervisor.

Job Requirements: The administrative assistant will demonstrate excellent skills in organization, efficiency, and communication; is capable of exceptional writing and word processing; is competent with computer and database skills; and will facilitate courteous communication with staff, guests, and outside relationships.

Disclaimer: This job description is intended to convey information essential to understanding the general nature and level of work performed by jobholders within this job. It is not intended to be an exhaustive list of qualifications or duties associated with the position, and the employee may be asked by supervisor to perform additional responsibilities

Employee signature:	Date:
Supervisor signature:	Date: