NOTE: Sample (mock) position description for template purposes

Manchester College

Position Description
ADMINISTRATIVE ASSISTANT
FOR THE OFFICE OF FINANCIAL AFFAIRS

Position Summary: Reporting to the VP for Financial Affairs, the Administrative Assistant performs a variety of secretarial and administrative office support for finance-related College operations. Secondarily, the Administrative Assistant will also offer general secretarial support to other College offices, such as the Office of the President, as assigned by the VP for Financial Affairs and/or the President.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Responsibilities of the Administrative Assistant include, but are not limited to, the following:

1. (20%) Provide secretarial/administrative support for the Vice President for Financial Affairs, such as typing, document preparation, phone, and fax communication support for the Office for Financial Affairs. Compose written responses to inquiries, as needed.

2. (20%) Provide general accounting assistance under the direction of the VP for Financial Affairs including, but not limited to, the following:
   - Entering A/P invoices into Colleague software program.
   - Mailing A/P checks and filing invoices and copies of checks.
   - Data entry of contracts and assist in mailing invoices.
   - Preparing checks for bank deposit.
   - Sorting canceled checks monthly.

3. (15%) Maintain and locate files and documents for the Office for Financial Affairs.

4. (15%) Fill in for the President’s Administrative Assistant during break periods and vacation/sick days as needed.

5. (10%) Coordinate meeting schedules, business travel arrangements and related logistical elements for the VP for Financial Affairs.

6. (5%) Coordinate communication to/from the VP for Financial Affairs, including call screening and distribution of messages to/from the VP for Financial Affairs.

7. (5%) Sort and distribute intra-office mail to the appropriate staff members each day in a timely manner.

8. (5%) Maintain the office supply inventory; order and pick up supplies as approved by the VP for Financial Affairs.

9. (5%) All other duties as assigned by supervisor.
QUALIFICATIONS

1. High school diploma or equivalency. Post-secondary education/degree strongly preferred.
2. Minimum five years of office experience in a clerical, secretarial, or administrative assistant role.
3. Must accurately type not less than 45 WPM; a rate of 55-65 WPM is preferred.
4. Must possess a high level of proficiency in word processing, presentation, spreadsheet, database, and desktop publishing principles and applications. Microsoft Office experience and understanding required.
5. Must be highly proficient in written communication for document composition and proofreading purposes and possess polished oral communication skills and telephone etiquette.
6. Professional appearance and the ability to interact effectively with persons at all organizational levels are essential. Must represent the Manchester College with the highest degree of professionalism.
7. Must be highly self directed, well organized, detail oriented and comfortable completing tasks with a minimum of direct supervision.
8. Must possess the ability to multitask and coordinate multiple office activities simultaneously while completing assigned tasks in an accurate and timely manner.
9. Must be trustworthy with knowledge of confidential College business data.
10. Must be able to consistently present a positive attitude and contribute to a harmonious team environment.
11. Must be able to flex work schedule to meet occasional seasonal demands of the College financial operations.
12. The abilities to lift approximately 20 lbs.; hear and speak clearly; sit for up to 8 hours per day; and keyboard for extended periods are all essential qualifications for this position.

WORK SCHEDULE

This is a full time, non-exempt position. Forty (40) hours per week (8:00am-5:00pm M-F) will be the general rule. However, depending on the project cycles and workflow demands of the College, additional hours or workday schedule changes may be required occasionally.

I have received a copy of the above position description, and I comprehend its contents.

________________________________________
Signature

________________________________________
Date