



Kishwaukee Special Recreation Association Administrative Assistant Position Description

JOB IDENTIFICATION:

JOB TITLE:

Administrative Assistant

PART-TIME/HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours annually from the employee's hire date to the employee's anniversary date. Typically, this individual will work a minimum of 15 hours a week.

SALARY/SALARY RANGE:

NA

FLSA:

Non-Exempt

BENEFITS:

None

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Executive Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

None

JOB PURPOSE:

Performs a variety of routine and non-routine clerical, administrative, and office support activities for the agency.

POSITION QUALIFICATIONS:

Education and Experience:

1. Associates Degree preferred.
2. Two (2) - four (4) years of office experience.

3. Necessary Knowledge, Skills and Abilities:

- A. Excellent customer service and communication skills.
- B. Ability to interact with the public in a professional manner.
- C. Detail oriented and organized: ability to multi-task.
- D. Ability to process cash in an accurate manner while following KSRA internal controls and procedures.
- E. Ability to learn and display proficiency at using KSRA's registration software.
- F. Working knowledge of Microsoft Office 365 suite (Excel, Word, PowerPoint, Outlook) and Adobe Acrobat Pro DC.
- G. Ability to work individually and as a team.

ESSENTIAL DUTIES & RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of this position.

- 1. Performs routine clerical and administrative work including answering phones and providing information as required, cashiering, data processing, bookkeeping, and other office type duties such as copying and filing.
- 2. Greets visitors to the KSRA office and provides exceptional customer service by answering questions and responding to inquiries from employees, citizens, and others.
- 3. Operates office machines as required.
- 4. Provides registration information for recreation programs.
- 5. Establishes and maintains filing systems, controls records, and indexes using independent judgment.
- 6. May assist with preparation, set-up, tear-down, and clean-up of programs or meetings.
- 7. Responsible for maintaining program registration information in KSRA's registration software as well as on-going file maintenance. Must be able to navigate and manage the software's database program.
- 8. Using KSRA's bookkeeping software to process accounts payable, payroll, and bank reconciliations.
- 9. Responsible for reconciling cash, check and credit card receipts on scheduled intervals. Prepares information for month-end journal entries for all receipts from registration software.

10. Responsible for maintaining seasonal personnel information in Microsoft Office Excel as well as on-going file maintenance. Must be able to navigate and manage the Excel software spreadsheet program.
11. Assists in the risk management activities at the organization.
12. Performs other duties as assigned.

COMPENTENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependably and accurately; fulfills promised actions.

RESPONSIVENESS:

Focuses on the task; willingly helps others and provides prompt service.

ASSURANCE:

Conveys trust and inspires confidence.

EMPATHY:

Willingness to help others; shows compassion for others.

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability.

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information; listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to work in an office environment and spend a considerable amount of time sitting at a computer. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands and

fingers, handle, feel, or operate objects, tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl and talk or hear.

The employee must frequently lift and or move up to 5 pounds and occasionally lift and or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works near computers, printers, fax machines, telephones, copiers and other office machinery. The noise level in the work environment is usually conducive to office work.

SELECTION GUIDELINES:

Formal application, rating of education and/or experience; oral interview; reference and/or background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Approvals:

Dawn Schaefer

Executive Director / Date

Board Approvals:

Effective Date:

February 2015

Revision Date (S):

August 13, 2019