

COMMUNITY SERVICES OF STARKE COUNTY, INC.
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

PRIME TASK:

Assist the director with the administration of all programs.
Responsible for overall operation in the absence of the director.

ASSIGNED SERVICES AND RESPONSIBILITIES:

Responsible for accounts payable and cash disbursements. Prepare and complete financial and statistical reports for the Board and funding sources. Insure the timely flow of information, help evaluate programs and staff, assist with budget preparation and monitoring. Order supplies, maintain purchasing order system and certify vendors prior to payment. Assist with fund raising activities. Prepare NCCAA and KIRPC claims on a monthly basis. Mail board agenda and minutes; act as recording secretary for board meetings. Assist director with public relations. Adhere to drug and alcohol policies if you operate a revenue-service vehicle including pre-employment, random, post-accident and reasonable suspicion. Perform job duties as listed on attached form. Perform duties as assigned.

SUPERVISOR: Director

QUALIFICATIONS:

High school education; associate accounting degree or equivalent experience helpful. Computer skills and knowledge of office equipment necessary. Knowledge or experience in office basic skills helpful.

CHARACTERISTICS:

Organized, capable, flexible, trustworthy, honest, dependable, personable, mature and emotionally stable to withstand occasional stress of job. Ability to communicate well with staff, clients, and volunteers. Ability to supervise as well as to be supervised.

NON-DISCRIMINATION PROVISION:

No performance requirement shall preclude the employment of any person with a disability as defined by the Americans with Disabilities Act and all efforts shall be made to achieve a reasonable accommodation for such persons provided they are otherwise qualified.

Job Range: Grade 5

Received by _____ on _____

Revised: 2/9/06