

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Administrative Assistant
Program:	Administration
FLSA Class:	Non-Exempt
Position Accountable to:	Director- Business and Finance, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Assist Executive Director and Director, Business and Finance
Educational Requirements:	Associate Degree in Business or related field
Experiential Requirements:	Two years relevant experience preferred
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible, dependable and flexible</p> <p>Possess excellent organizational, verbal, and written communication skills.</p> <p>If applicable, must have the ability to travel.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the STARS career pathway.</p> <p>May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.</p> <p>Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and any other items that need to be moved.</p> <p>Ability to engage effectively with the public and community.</p>

Provide excellent customer service.

Computer experience, knowledge of and demonstrated ability to learn office technology, including but not limited to Microsoft Office.

Possess the ability to show attention to detail with the ability to perform assignments efficiently and accurately.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Routine office duties including, but not limited to, typing, word processing, spreadsheets, graphic design, answering telephones, filing, mailings, copying, etc.

Maintain office supply inventory.

Primary contact with landlord of 611 building for maintenance, security, etc.

Maintain organizational charts.

Prepare for, coordinate, attend and record minutes of semi-monthly board meetings.

Compile monthly program statistical reports and agency annual report.

Coordinate cell phone services for all programs.

Prepare all components of annual USDA contract.

Reconcile vendor statements.

Assist Accounting Assistant I with payroll and accounts payable.

Assist Purchasing Agent as requested.

Any other duties as assigned by Executive Director and Director- Business and Finance.

Signature

Date