

BACK-OFFICE ADMINISTRATION SUPPORT

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|--------------|---------------------------|----------------|----------------------|
| Job Code: | | | |
| Reports To: | Ops Manager | Pay Grade: | ADMIN SUPPORT |
| FLSA Status: | Non-Exempt | Employee Type: | Part Time |
| Prepared By: | | Date Prepared: | 11/15/2011 |
| Approved By: | Board of Directors | Date Approved: | 11/19/2011 |

REVIEWED November 2011; March 2016; December 2022

Summary

Assists in administrative duties for the operations and accounting departments as assigned by Operations Manager and Sr. Accountant.

Essential Duties & Responsibilities

Provide clerical support for back-office administration (accounting and operations).

Clerical tasks include filing, copying and data entry.

Scans all pertinent documents.

Special projects and research as directed by the back-office management team.

Create Word, Excel, Power Point, and other documents.

Qualifications

MUST BE BONDABLE

This position requires confidentiality.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Operates equipment such as copy machine, scanner, and computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to multi-task and establish priorities.

Education/Experience

Must be proficient in Microsoft Office.

High school diploma or equivalent and 1 or more years of clerical support experience or related experience and/or training. Must be able to operate a computer efficiently and effectively, must be proficient in EXCEL and Word.

Physical Demands

While performing the duties of this position, the employee is regularly required to sit, use hands to finger, handle, feel objects, controls; talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk or stoop, lift and/or move light objects.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

General Sign Off

The employee is expected to adhere to all company policies and to function as a role model in the adherence to policies. I have read and understand this explanation and job description.

Employee's Signature

Date