

## INNOVATIVE MANUFACTURERS' CENTER

Williamsport, PA

[www.imcpa.com](http://www.imcpa.com)

May 27, 2020

### JOB DESCRIPTION

**TITLE:** Administrative Assistant

**REPORTS TO:** Financial & Contracts Manager

**STATUS:** Temporary Part-time

**APPROVED:** May 27, 2020

#### **Summary:**

The role of this position is to provide assistance to staff in various areas of the corporation including administration, bookkeeping, reporting, and miscellaneous project support. This position is funded by the federal Cares Act and thus is a one-year agreement with renewal based on available funding.

### KEY EXPECTATIONS

#### **Responsibilities and Duties:**

- Assist Financial Manager with general bookkeeping including accounts receivable and accounts payable processing, project logs and other accounting tasks as needed.
- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Access computerized financial information to answer general questions, as well as those related to special accounts.
- Perform Accounts Receivable to include internal consultant projects, third-party projects and events.
- Maintain a high degree of confidentiality with regards to any and all information as a direct or indirect result of job responsibilities/job functions.
- Maintain filing and retrieval system for accounts payable and accounts receivable.
- Provide support with IMC metrics, state, federal and special grants reporting.
- Perform general office duties to include receiving and directing incoming calls, processing incoming and outgoing mail and deliveries, maintaining inventory of office/computer supplies and purchasing as necessary, monitoring performance of and scheduling maintenance of all office equipment.
- Provide support managing IMC databases, information and reporting systems.
- Coordinate and perform support functions for staff and the IRC Network including facilities and meeting coordination, developing, copywriting, proofreading and editing of documents.
- Perform other appropriate job-related duties as assigned by the Supervisor.
- Provide a wide variety of clerical support to staff members as requested.

#### **Job Relationships:**

- This position will report directly to the Financial & Contracts Manager

- Will work with the entire IMC staff in a collaborative manner.

### **EMPLOYMENT STANDARDS**

#### **Experience:**

- Two years' experience in non-profit program administration of state or federally funded programs.
- Two years' experience in bookkeeping/accounting experience, preferably in state or federally funded programs.

#### **Education:**

- Minimum of an Associate Degree in Accounting, Business, or related discipline or equivalent combination of education and work experience that qualifies the individual to perform the functions of the position.

#### **Knowledge, Skills, & Abilities:**

- Strong knowledge of accrual accounting and basic accounting principles including, but not limited to, chart of accounts, general ledger, accounts payable, accounts receivable, cash flow, income/expense and balance sheet.
- Interpersonal skills necessary to deal effectively and courteously with coworkers, clients, board members, sponsors community representatives and the general public.
- Familiarity with 2 CFR guidelines and dealing with federal grant administration.
- Ability to gain comprehensive knowledge of organizational policies, procedures and operations.
- Analytical abilities sufficient to handle administrative details where errors are likely to cause substantial costs and/or result in organization goals being only partially met.
- Ethics and values consistent with those of the IMC.
- Creative thinking abilities and continual learner.
- Analytical and problem-solving skills.
- General knowledge of economics, government, politics, business, and accounting.
- Business communication – oral and written.
- Collaboration and teamwork skills.
- Strong work ethic and individual motivation.
- Personal accountability.

#### **Physical Requirements:**

- Work is of a professional office nature and performed in a climate-controlled environment.
- Some travel throughout the service region, intermittent statewide travel and infrequent out-of-state travel is required.
- Occasional lifting and/or moving of objects less than 50 pounds is required.

#### **Tools & Equipment:**

- Software; Sage 50, Sales-Force CRM, Microsoft Office and Adobe Suites.
- Smartphone, laptop computer and peripherals.
- Desktop computer and peripherals.

- Calculators, printers, copiers, scanners, and faxes.
- Digital presentation equipment.