

**Administrative Assistant
Business Office**

Classification

Non-Exempt

Salary Grade/Level/Family/Range

A13

Reports to

Vice President of Finance and Administration

Date Created/Revised:

June 1, 2021

JOB DESCRIPTION

Summary/Objective

The Business Office Administrative Assistant will support the office of the Vice President of Finance and Administration by providing high quality and efficient administrative services to the Phillips Theological Seminary Business Office personnel and others, as needed. This position will adhere to its legal obligations by complying with Federal and State laws and regulations in addition to PTS policies and procedures.

Essential Functions

1. Provide general administrative and clerical support, as needed, for all Business Office personnel. Maintain appropriate files for VP of Finance and Administration.
2. Be the first point of contact for external and internal parties.
3. Assist AP Specialist/Financial Accountant by handling import EFT file and POS Pay file to bank transfer site and by handling Chase credit card procedures for distributing to company cardholders.
4. Assist Vice President of Finance and Administration with selected Business Office tasks such as opening/distributing mail; maintaining calendar and scheduling of meetings; travel arrangements as needed; archive each year's financial files; place office supply orders; scan posting reports (gift and Business Office); download bank statements and save on network drive; download/print invoices paid on-line for VP approval.

5. Assist Bursar/Financial Accountant with deposit reconciliation and gift documentation media file uploads.
6. Handle gift and Business Office checks received; deposit checks through internal remote bank scanner; scan documentation to appropriate parties; track HEERF grant disbursements in Access database; track employee advance balances; update monthly Excel benefit invoice spreadsheets and confirm correct amount being paid each month.
7. Search for solutions to make daily operational procedures more efficient.
8. Ensure compliance with Federal and State regulations and guidelines.
9. Provide necessary coverage for front lobby reception during scheduled lunch breaks, and extended leave.
10. Assist with special projects, as requested by Business Office personnel.

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

Competencies

1. Organizing, planning and prioritizing.
2. Strong attention to detail and accuracy.
3. Ability to maintain confidentiality of records and information.
4. Strong knowledge of administrative and clerical processes and procedures.
5. Advanced proficiency in Excel, Word, Acrobat Adobe, Outlook.
6. Working knowledge of accounting and database software.
7. Ability to work a copier, printer and scanner.
8. Communication proficiency.
9. Strong customer service.
10. Problem solving.
11. Teamwork.
12. Ability to meet deadlines.
13. Self-starter-takes initiative.
14. Reliable and punctual.

Supervisory Responsibility

None required.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods of time, stand, and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee may be required to lift, push and/or pull up to 25 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and the days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Some overtime may be required on occasion.

Required Education and Experience

1. Bachelor's degree preferred but not required.
2. Three to Five years successful relevant office experience, coordinating internal operations in a professional setting with minimal supervision, using sound judgment, initiative, and discretion.
3. Knowledge of accounting

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____