

ST. GABRIEL MERCY CENTER, INC.

MOUND BAYOU, MS

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

JOB SUMMARY: Coordinates financial, human resources, and general office services at St. Gabriel Mercy Center.

MISSION: Rooted in the Mission of Jesus, the task of the Administrative Assistant is to assist in the operation of St. Gabriel Mercy Center by providing secretarial and financial record-keeping support, as well as performing human resource duties.

***Duties and responsibilities are subject to change.**

PRIMARY RESPONSIBILITIES:

Secretarial Duties

1. Meets with the Executive Director, at least, twice a month.
2. Is a member of the Administrative Team that meets monthly.
3. Attends staff meetings.
4. Prepares agendas for staff and board of directors' meetings.
5. Sends meeting notices to expected attendees prior to meetings.
6. Records minutes during meetings—board, staff, administrative team, committees, etc.
7. Distributes minutes within two weeks after meetings.
8. Assists with follow-up after meetings.
9. Responsible for office duties (answering phone, sending faxes, greeting visitors, etc.).

Record Keeping

1. Receives and registers all visitors.
2. Records statistics monthly for St. Gabriel Mercy Center.
3. Keeps file updated.
4. Provides clerical support, as needed, to all programs.

Financial Responsibilities

1. Completes journal entries for QuickBooks.
2. Prints checks via QuickBooks.
3. Inputs deposits into QuickBooks.
4. Reconciles bank statements.

5. Prints out financial statements.
6. Balances and prepares cash flow report.
7. Assist with preparing yearly budget.
8. Assists in preparation of yearly audit and Form 990.
9. Records and tracks budget incomes and expenses.

Human Resources

1. Performs all payroll functions.
2. Manages employee benefits.
3. Completes necessary paperwork for new hires.
4. Assists with the process for employees who leave the organization.

Miscellaneous

1. Accepts incoming calls and directs the party to proper persons.
2. Educates persons who inquire about the Center.
3. Secures St. Gabriel Mercy Center daily, including the front door of the Cafeteria.
4. Performs other duties, as directed by the Executive Director or the Assistant Director/COO.

EDUCATION AND JOB SKILLS:

Associate's Degree in business

or

comparable degree or skill/experience in business, finance, or related field.

Working knowledge of administrative tasks.

Knowledge about each program at the Center.

JOB SKILLS:

- Good relational skills.
- Good listening skills.
- Good organizational skills.
- Good computer skills.
- Respect for the dignity of each person.
- Ability to maintain confidentiality.
- Ability to multi-task.

Reports to the Executive Director of St. Gabriel Mercy Center

Salary: Please inquire about the salary before applying.

Reports to Executive Director