

Position Title: Sr. Administrative Assistant

FLSA Status: Non-exempt

Reports to: Unit Director

Department: Human Services



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a full-time advanced bookkeeping/program assistant position in the Unit on Aging, responsible for varied clerical duties related to the Unit on Aging. Employee in this position is under the administrative direction of the Director, but consistently exercises independent judgment and discretion in performing tasks in accordance with established policies, procedures, practices and applicable state and federal laws.

II. Essential Duties and Responsibilities

- Has knowledge of requirements for all Unit on Aging programs.
- Submits monthly reports to receive reimbursement from funding sources.
- Provides spreadsheets, charts, graphs and other informational data.
- Prepares monthly reports to funding sources, covering the multiple grant programs and Monthly, Semi-Annual, and Annual reports for the State data system.
- Trains Mealsite Managers in appropriate reporting practices.
- Communicates with Mealsite Managers and Caterers on regular basis.
- Receives, records, and deposits money with County Treasurer received by the Unit on Aging.
- Responsible for the accuracy in all billings received from vendors for the department.
- Prepares vouchers and voucher summary for the Department and Finance Committee.
- Compiles and files data received by mealsites.
- Acts as site manager in the absence of any mealsite personnel (cook, mealsite manager or volunteer).
- Assists Director in training and keeping employees and volunteers abreast of information and policies critical of the Unit.
- Provides and promotes clients/public with information to establish eligibility for program benefits.
- Provides backup assistance for Department as needed.
- Assists in all department sponsored functions such as Vernon County Fair, Volunteer Recognition Day.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers, mealsite personnel, and others.
- Attends staff meetings and training sessions.
- Performs related work as required or directed.

IV. Physical Demands

75% -Sits at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard or other office machines. 50% - Talks to clients, callers, department staff. 10% - Moves about the office. 50% -Handles papers and manuals, etc. 10% Standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. 20% - Traveling to mealsites and homes. Occasionally moves around office. Frequently moves about the office building. May travel to other offices or sites for meetings, mail, etc. Is exposed to potential for physical attack intermittently and involves minimal potential and/or direct exposure to blood or body fluids related to working for a public employer.

V. Education and Training Requirements

- Graduation from an accredited high school or GED with preference given to candidates with advanced/higher education in a business-related field or food service background. Minimum of 2 full-time equivalent years of experience performing bookkeeping duties and functions, with demonstrated competency in word processing, bookkeeping, and computer skills. Must complete Safe Serve training within three months of hire. Some experience working with various socio-economic levels of public; or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.