

ACCESS College Foundation
Position Description

Position: Administrative and Accounting Assistant	Reports to: Director of Administrative and Financial Services
<input checked="" type="checkbox"/> Administrative/Clerical <input type="checkbox"/> Direct Program Services <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

Description:

This individual is responsible for providing special assistance to the Director of Administrative and Financial Services in support of accounts payable and payroll functions. The Administrative and Accounting Assistant acts as Clerk of the Board of Directors and performs back-up receptionist, scheduling and clerical duties and maintains selected computer databases to ensure that the office operations of the Foundation are managed in a professional, efficient and timely manner.

Minimum Qualifications:

At least five years experience as a bookkeeper, office manager, or accounts payable clerk. Excellent computer skills, especially in Word, Excel, Outlook, Quickbooks and relational database programs. Exceptional telephone manner.

Preferred Qualifications:

A bachelor's degree. Previous accounting experience in a nonprofit setting.

Essential Functions:

Responsibilities include but are not limited to the following:

Accounting Assistant Duties:

1. Responsible for all accounts payables:
 - a. Preparing direct pay requests for signature for invoices
 - b. Printing checks for payment of invoices
 - c. Securing necessary signatures on checks
 - d. Copy and file statements from financial institutions
2. Administer/maintain ACCESS Scholar grants, including:
 - a. Maintenance of all scholarship checklists for new Scholars
 - b. Record schedules and grades
 - c. Prepare scholarship checks each semester
 - d. Send reminders to returning Scholars
 - e. Determine unmet need of returning Scholars
 - f. Keep CBART up-to-date at all times
3. Support and assist with annual audit process.
4. Prepare payroll and other accounting functions as required.

Executive Assistant/ Administrative/General Office Duties:

5. Act as Clerk of the Board, overseeing all aspects of the Board of Directors correspondence, meeting preparation, and minutes for board meetings and sub-committee meetings.
6. Support and assist with Student Tracker project, maintaining yearly statistics through the National Student Clearinghouse.
7. Assist President and CEO, Program Director, Director of Development and Director of Administrative and Financial Services with general support tasks on a daily basis.
8. Develop and maintain written procedures for office management.
9. Responsibility for opening and delivering mail. Back-up responsibility (when Receptionist is absent) for Reception area and phone.
10. Assist Management in preparation for all meetings/events by making copies and printing materials as required.
11. Assist in the preparation for internal and/or external staff functions by placing food orders, picking up and purchasing necessary items for functions (i.e. decorations, tablecloths, etc.), setting up before the function and cleaning up after the function.
12. Represent the Foundation at meetings and events which may occur during or outside of normal work hours.
13. Performing additional duties as assigned.

Salary range \$28,000 - \$31,000. Send cover letter and resume to Dana Cheek, ACCESS College Foundation, 7300 Newport Avenue, Suite 500, Norfolk, VA 23505 or dcheek@accesscollege.org. No phone calls accepted. AA/EOE/Drug Free Workplace.