

Alzheimer's Community Care, Inc.

Position Title: Administrative Assistant
Supervisor: Vice President of Finance
Department: Fiscal
Status: Non-Exempt
Effective Date: April 5, 2019

Position's Major Description: The Administrative Assistant must be prepared to help with the needs of the Fiscal, Facility, and IT Departments. This position will be responsible for the purchasing of the Organization's goods and services as well as assisting with licenses/permits, contracting, correspondence, mailings, schedules, meeting arrangements and minutes, and other support required to facilitate an efficient operation for three departments. The Administrative Assistant ensures adequate supplies, equipment and other materials are available. Accuracy, customer service, organizational skills and timeliness are paramount. This position maintains a high level of confidentiality and must be the ultimate professional.

Position Responsibilities:

1. Responsible for the purchasing and receiving of the Organization's goods and services.
 - a. Processes all purchase requests by compiling necessary information and records to prepare the procurement of goods and services.
 - b. Places the orders with suppliers and verify status of orders/delivery.
 - c. Ensures appropriate departments receive necessary copies of purchase orders and updates on delivery
 - d. Responsible for maintaining accurate and efficient files of purchase orders, vendors and current product offerings.
 - e. Verifies invoices from suppliers.
 - f. Maintain inventory counts of ordered items.

2. Assists in the preparation of contracts and leases.
 - a. Planning and assisting in the drafting the acquisition documents.
 - b. Editing Statements of Work, terms and conditions as required by the various departments.
 - c. Assist in the correspondence of contractors and landlords.
 - d. Verify budgetary compliance.

3. Assists in the preparation and revision of various departmental and organizational-wide documentation.
 - a. Updates and maintains policies and procedures manual for the Vice President of Finance and Facilities Manager.
 - i. Emergency Preparedness and Recovery Plan
 - ii. Finance Policy and Procedure Manuel
 - iii. Comprehensive Emergency Management Plan
 - iv. Business Continuity Plan
 - v. Other manuals as required for accreditation and audits.

- b. Prepares applications and permits for food operations, fire, alarm, business tax and biomedical waste.
4. Responsible for the storage and maintenance of all files and records of the Organization.
 - a. Coordinate the placement and removal of all records to our off-site storage facility.
 - b. Maintain an up to date index of all materials and ensure they are preserved according to all regulatory requirements.
 - c. Oversee the annual destruction of the files that meet the requirements for destruction.
 5. Administrative duties to support the Vice President of Finance and the Facilities Manager.
 - a. Prepares and organize materials for meetings, takes minutes and formulates reports.
 - b. Assist in maintaining the calendar and correspondence.
 - c. Maintains the filing system.
 - d. Assists in the assignments of employee keys and alarm codes.
 - e. Assists with the mass mailings of Financial correspondence.
 - f. Monitors and updates timelines of projects and activities.
 - g. Assist with data entry as needed.
 - h. Assists with the production of monthly, quarterly, and annual reports.
 - i. Assists with the preparation and updates of the weekly schedules.
 6. Process daily checks by date stamping, logging on spreadsheet and copying all incoming checks accurately and on a daily basis (twice on Monday). Forward checks along with summary to Accountable Payable. Emails scanned copy of checks, correspondence and daily summary to the Development Department.
 7. Receives deliveries and supply orders ensuring essential documentation such as packing slips, delivery receipts or original invoice are attached.
 8. Serves as Receptionist back-up during the lunch hour. Answers all incoming phone calls using a twelve-line phone system and transfers to appropriate staff member or voicemail box if necessary. Greets all visitors in a courteous and professional manner and directs visitors to their desired destination.
 9. Performs other administrative tasks as directed and duties as assigned by the Vice President of Finance, duties include disaster preparedness when preparing pre, during and post event.

Supervisory Responsibilities: Not applicable to this position.

Supervision Received: General supervision received by Vice President of Finance.

Position Relationships:

Internal Relationships: Works closely on a daily basis with all staff at the headquarters location, and staff at the day centers and satellite offices. Works as a team member with other staff and departments to accomplish required tasks.

External Relationships: Could be responsible to communicate and/or in direct contact with patients, caregivers, contractors, vendors, insurance companies, and community partners when necessary.

Other Relevant Aspects of Position: May require work in excess of schedule hours from time to time. May require travel to Specialized Adult Day Service Centers and to satellite offices as needed.

Work conditions may include, but are not limited to:

1. Sits 80% of the time; walks, bends or stands 20% of the time.
2. May be required to lift up to 20 lbs.
3. Works in shared office space (cubicle) with moderate to high noise level and restricted workspace.
4. Works with frequent interruptions.
5. Must be able to multi-task and work well under pressure in a fast-paced environment.
6. Periodic driving of 10 to 50 miles on highways and side streets.
7. During emergency conditions, may be exposed to long working hours.
8. During working hours, may be exposed to offensive odors.

Position Requirements:

Education and Experience: High School Diploma and/or equivalent degree required. Must have at least three years' work experience with administrative duties in a professional office environment.

Essential Job Requirements of Position:

1. Portray a positive attitude and professional manner at all times
2. Must be articulate and a good communicator.
3. Maintain a high level of confidentiality.
4. Proficient in understanding of organizational policies, procedures, and functions.
5. Supervise volunteers as requested.
6. Attend department meetings.
7. Must pass drug screening and level II criminal background screening by Department of Elder Affairs.

Skills/Qualifications:

1. Must be computer literate and proficient in Microsoft applications (Word, Excel, PowerPoint, and Outlook) and use of all office equipment, i.e., multi-line phone system, fax, copier, postage machinery and meters.
2. Must possess excellent oral and written communication skills.
3. Must be organized, independent and self-directed.
4. Must be multi-task oriented and have the ability to work under pressure.

5. Ability to trouble shoot existing problems, and ensure timely follow up.
6. Must have reliable transportation to travel to other locations, as needed.

Resources for Position:

1. Professional Name Badge.
2. Mileage Reimbursement.

I have fully read and understand the requirements of the job description. I agree that, as a condition of my employment, I will maintain confidentiality regarding all patient and consumer records and Alzheimer’s Community Care financial issues, which may come to my attention. I also understand that as a condition of my employment, I will avoid all situations, relationships, activities, and agreement which present a conflict of interest. I also understand that this job description is not intended and is not construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with this position.

<i>Employee Signature</i>	<i>Job Title</i>	_____, 20____ <i>Date</i>
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<i>Printed Name</i>	<i>Employment</i>	_____, 20____ <i>Date</i>
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<i>Supervisor’s Signature</i>	<i>Job Title</i>	_____, 20____ <i>Date</i>
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