

CAPITAL AREA MICHIGAN WORKS!

Job Description

Job title: Executive Assistant

Work Location: Capital Area Michigan Works!

Division/Department: Administration

Reports to: CEO and CFO

Salary Range \$35,000-\$40,000

☒ Full-time

☐ Part-time

☐ Exempt

☒ Nonexempt

Essential Duties and Responsibilities:

Administrative:

- Manage and maintain CEO's schedule
- Schedule meetings and reserve meeting rooms for administrative staff
- Prepare memos, letters and other documents, using word processing, spreadsheet, or presentation software
- Answer phone and direct calls to appropriate parties or take messages
- Prepare agendas and attachments for board meetings
- Attend meetings to record minutes
- Compile, transcribe, and post minutes of meetings on website
- Add and edit information on CAMW! website
- Order office and break room supplies
- Make travel arrangements for executives and other administrative staff
- Open, sort, and distribute incoming correspondence, including mail, faxes and email
- Provide clerical support to other administrative staff
- Proofread documents for all administrative staff
- Other duties as assigned

Accounting:

- Handle petty cash transactions
- Process cash receipts and make deposits
- Prepare and process miscellaneous accounts receivable invoices
- Process accounts payable invoices
- Process journal entries
- Process payroll and tax deposits
- Procure and complete purchases
- Order materials, supplies, and equipment
- Other duties as assigned

Qualifications and Skills:

- Associate degree in business, management or related field preferred or at least two years' work experience required. Bondable, EOE. Must be competent in written and oral communication skills.
- Must be a problem solver with excellent communications skills
- Must be able to work independently and work in a team environment is a necessity.
- Must be proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google (Email, Calendar, Drive)
- Must be able to work in a team environment, manage multiple tasks and perform duties with a high degree of accuracy.

Physical or Other Requirements:

- Functions may require long periods of sitting; some standing routine functions may be necessary. Reasonable accommodations will be made, if requested.
- Ability to perform successfully the essential job functions consistent with the ADA, FMLA and other federal, state and local standards safely.
- Ability to maintain regular and punctual attendance.
- Must be able to talk, listen and speak clearly on telephone and in person.