



ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Accounting/Executive Assistant	Position Type:	Full Time
Department/Group:	Administration	Job Status:	Non-Exempt
Location:	East Lansing, MI	Expected Hours:	8:00 a.m. – 4:30 p.m. M-F
Reports to:	Financial Manager	Travel Required:	None
Level/Grade:	Non-Manager	Date last reviewed:	July 2018

**Summary/Objective:**

Under the direct supervision of the Financial Manager, the Accounting/Executive Assistant will track and review incoming invoices and payments, provider claims and reimbursements, and bank statements and reconciliations; handle a wide range of Executive Assistant tasks including; detailed calendar management; correspondence; preparing documents, reports, and materials for the Association for Child Development (ACD) Management Team.

**Essential Functions:**

- Arrange travel schedule and reservations for executive management staff as needed
- Assist in the preparation of documents and materials for the ACD Management Team
- Assist the Financial Manager and management staff with the preparation of presentation materials
- Draft correspondence and forms on behalf of the organization upon request
- Ensure the accuracy of all provider and vendor checks issued
- File management and maintenance of all electronically archived training materials and documentation
- File management and maintenance of all training materials and documentation
- Maintain provider checks and direct deposit records
- Prepare non-routine financial statements and other financial related matters, as requested
- Process and issue accounts payable and provider checks and direct deposits on a weekly basis
- Responsible for heavy calendar management, requiring interaction with both internal and external executives and organizations
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Work closely with ACD managers to coordinate and launch community awareness campaigns to providers and external sources
- Work with the Financial Manager to ensure the preparation and maintenance of financial records in accordance with Generally Accepted Accounting Principles (GAAP) and all government regulations apply to the Child and Adult Care Food Program (CACFP), in a timely manner

**Competencies:**

- Ability to maintain a positive, professional, and helpful attitude when speaking with CACFP providers, ACD staff, and when greeting all individuals entering the office
- Ability to prioritize and manage multiple projects simultaneously, and follow through in a timely manner
- Basic knowledge of accounting principles (e.g., debits and credits, T accounts) and banking procedures
- Intermediate proficiency level in MS Office including, Word, Excel, Outlook, and Access
- Intermediate proficiency level in QuickBooks
- Possess excellent communication skills, both written and oral

**Required Education and Experience:**

- High School Diploma or General Equivalency Diploma (GED) required, Associate's Degree preferred
- Minimum of two years of administrative work experience in a professional administrative or customer service environment
- Daily access to a reliable form of transportation

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**Supervisory Responsibilities:**

- None

**Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and printers, and there is moderate noise associated with the use of such equipment. The job requires the ability to sit at a computer terminal for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Physical Demands:**

- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift up to 10 pounds.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Approved by:	Print:	Date:
	Signature:	
Accepted by:	Print:	Date:
	Signature:	