



POSITION SUMMARY

Administrative / Finance Assistant

The Community Foundation of Marquette County (hereinafter CFMC) is employed by the Board of Trustees (hereinafter ("Board")) and reports to the Chief Executive Officer.

The Administrative/Finance Assistant of the CFMC provides ongoing support to the CEO; coordinates the administrative functions of the office and will answer routine questions from the public, donors, fund representative and affiliates.

The Administrative/Finance Assistant assists the CEO and staff in preparing materials for Board of Trustee meetings, CFMC functions, events and committee meetings and will take notes and prepare minutes as needed.

The Administrative/Finance Assistant is responsible for inputting receipts, disbursements, and other relevant information into the system on a timely basis.

Daily receptionist duties include greeting and directing guests and donors in a welcoming and efficient manner and accurately communicate messages to CEO and others.

In addition, the Administrative/Finance Assistant is responsible for project organization, filing and meeting coordination.

Essential Functions and Activities

An employee in this position may be called upon to do any and all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Financial Operations

- Maintain financial record systems and provide auditing services and financial statements to the CEO.
- Document and report daily, monthly, quarterly, and yearly operational financial information.
- Enter and process all accounts payable/receivable, contributions, distributions and transfer functions.
- Responsible for inputting receipts, disbursements, and other relevant information into the system on a timely basis.

Administrative Support

- Provide ongoing clerical support to the CEO.
- Is familiar with the ongoing operations of the Foundation and will answer routine questions from donors and affiliates.
- Process and handle mail.
- Prepare draft correspondence when requested.
- Assist with meeting/special event coordination.

- Coordinate Board and committee meetings, including preparing materials and taking minutes.
- Staff the office during regular business hours.
- Answer phones and greet visitors.
- Handle routine donor and guest requests and questions.
- Maintain CFMC business records.
- Maintain Stellar input and output data including database, CRM.
- Support special events.
- Schedule appointments and maintain office calendar.
- Assist in development and maintenance of marketing materials, newsletters, website and social media.
- Other duties as assigned.

Knowledge, Skills, Abilities, and Qualifications:

The requirements listed below are representative of the knowledge, skills, and abilities and qualifications necessary to perform the essential functions of the position.

- High school graduation required, associate degree or certificate in clerical field preferred.
- One to three years of successful work experience in an administrative office environment preferred
- Proficient with computer and various software applications to include, but limited to word processing, spreadsheet, presentation, financial and contact or donor management software
- Ability to prioritize and complete work in a timely manner with a high degree of accuracy
- Ability to develop and maintain positive interpersonal relationships
- Ability to demonstrate initiative and creative problem-solving skills
- Ability to use sound judgment and maintain confidences
- Ability to work successfully with a variety of individuals with a variety of work and communications styles, both internally and externally

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time in an office setting within a controlled climate. This is an active position and will require attendance and working at events and meetings. Travel is primarily local but may include some in-state travel. Communication is varied based on the situation and can be by telephone, email or in person.