

**RONALD McDONALD HOUSE CHARITIES OF THE MIAMI VALLEY REGION  
JOB DESCRIPTION**

<b>POSITION:</b>	<b>Administrative Assistant</b>	
<b>REPORTS TO:</b>	Executive Director	
<b>EXEMPT:</b>	Non-exempt	
<b>SALARY RANGE:</b>	\$29,131 - \$36,414 - \$43,697	Date: Jan. 2010

**SUMMARY:** Provide administrative and clerical support to key staff, primarily the Executive Director. The position requires strong writing and phone skills, the ability to manage multiple tasks simultaneously, ability to prioritize task and projects, resourcefulness, attention to detail, and a high level of professionalism and confidentiality.

**DUTIES AND RESPONSIBILITIES:**

- Professionally answer phones and direct calls to appropriate staff, monitoring Executive Directors calls for placement into voice mail.
- Courteously greet and direct guests, visitors and vendors as they enter RMHC.
- Accept and provide receipts as necessary for donations both in-kind and monetary.
- Maintain donated services records for audit purposes.
- Maintain Doty Community Room Schedule and all preparations for community use of the room. Post notification of who is occupying the room with signage and advanced notification to staff.
- Coordinate with Operations staff in the cleaning and stocking of the Doty Community Room ensuring that it is always ready when needed.
- Facilitate the ongoing maintenance of the computer network, hardware and software systems. Troubleshoot problems and coordinate the work of the RMHC technology consultant.
- Maintain a working knowledge of the Exceed database system. Produce reports from the Exceed data base as needed.
- Obtain and maintain Certificates of Insurance for all vendors. Make sure all individuals driving the company van or using their personal cars for company business are properly licensed and insured.
- Negotiate the purchase and/or lease of business and administrative related services and equipment.
- Purchase, maintain and monitor office supplies, including printed business office materials. Monitor and maintain office equipment including copiers, fax, postage meter and scale, and printers. Keep office supply areas clean and organized.
- Maintain staff office furnishings. Coordinate repairs, replacements and additions.
- Make petty cash disbursements and maintain supporting documentation.

**Personnel, Payroll and 403B**

- Gather, review and prepare all bi-weekly time sheets. Process the payroll. Receive the completed payroll, print all reports and pay vouchers. Prepare and make payroll journal entries. Distribute pay vouchers to employees. Maintain bi-weekly and yearly payroll record files.
- Gather and process all new employee paperwork and enter the information into the Paycor software for payroll processing.
- Work with the employees on completing the paperwork necessary for all renewals or changes. Submit all paperwork to the various entities in a timely manner for processing for the new year. Process new employee's paperwork for all benefits and programs available to them.

- Work with Paycor on the year-end W-2 processing. Prepare 1099's for all non-employees receiving \$600 or more in compensation.
- Work with our 403B Administrator on setting up new employees. Coordinate investment change requests with employees and Administrator.
- Work with the Associate Director on all Human Resource procedures and questions.

### **Administrative Support**

- Provide support for activities of the Board of Trustees by coordinating meeting schedules, making meal arrangements, assembling board mailings, meeting packets and maintaining official records.
- Maintain board member address and affiliation records, edit and update information in Outlook and EXCEED! and perform related tasks as needed.
- Make arrangements for various meetings, including standing committees of the board, by coordinating scheduling, issuing meeting notices, handling reminders, assembling meeting packets, and arranging all other meeting logistics.
- Organize and maintain filing systems for board, administration and related activities. Move records to storage as scheduled. Discard records as scheduled.
- Handle administrative staff and board member seminar, conference, and workshop enrollment and related travel arrangements.
- Perform various errands (e.g. routine shopping, delivering materials, banking, etc.) as needed.
- Compose basic and/or routine correspondence.
- Prepare and maintain reports, forms, spreadsheets, manuals and other materials as directed.

### **Community Grant Support**

- Support the Associate Director with preparation of Community Grant Committee by, entering information into Exceed, preparing and mailing Grant Committee members packets, communication of grant committee meeting information, preparation of meeting location including ordering of lunch.
- Provide Associate Director with accurate and timely minutes of the Grant Committee meetings.

### **Donations Processing and Development Support**

- Maintain accurate and timely Donation Box Remittance Reports to RMHC Global.
- Maintain in-kind donor records
- Act as back up for Development Department as needed.

### **Other Responsibilities**

- Perform other duties incidental to the work outlined in this position description.
- Contribute to RMHC team efforts by maintaining positive, supportive and flexible working relationships with fellow staff and volunteers in our mutual pursuit of providing comfort and care to families of seriously ill or injured children being served by our facility.

**QUALIFICATIONS:**

High School Diploma or equivalent; some post-secondary office skills training preferred.

Minimum of two years related work experience.

Demonstrate general administrative and clerical skills including office protocol.

Possess excellent organizational skills, attention to detail and ability to handle multiple tasks.

Possess computer proficiency including Microsoft Office and computer databases.

Data entry and key boarding proficiencies.

Possess and exhibit excellent interpersonal skills with an ability to relate to persons of diverse backgrounds.

Possess and exhibit dependable, excellent judgment skills and ability to handle confidential information.

Demonstrate ability to operate in a flexible, team oriented environment.