

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Office Assistant
Reports to: Administration Division Director
Position Status: Part Time, Regular Part Time
Payroll Status: Hourly

JOB SUMMARY

The Office Assistant provides support to the Accounting and Administration Department in the day to day accounting and Human Resource functions. This position will also provide front office phone and registration back up.

ESSENTIAL JOB FUNCTIONS

1. Perform clerical duties, including filing and copying, answering telephone and direction calls and opening the office.
2. Perform data entry in excel and accounting software.
3. Perform registration functions such as providing information and brochures about programs, processing online, walk-in, mailed, or phone registration, reviewing registration forms, entering registration forms, updating registration data, and maintenance of registration process.
4. Operate office equipment including computers, copy machines, faxes, credit card machines, and postage meters.
5. Assist in coordinating and performing administrative support duties including special projects, back-up for office personnel, and support with records maintenance.
6. Accounts Payable: Follow up with vendor questions with assistance from Accounting Coordinator, research invoices and assist Administration Division Director and accounting staff with basic research and clerical tasks.
7. Assist Finance Department with filing and basic cash reconciliation.
8. Ensure proper circulation of invoices to managers and staff to obtain necessary coding and approvals.
9. Work with Accounting Coordinator to ensure timeliness of invoice payments.
10. Other duties and responsibilities as assigned.

QUALIFICATIONS

- Ability and interest in learning how to operate accounting software
- Experience with Word and Excel
- Requires high school diploma or equivalent.
- Minimum of one-year office experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills and the ability to communicate in English courteously, clearly, tactfully, and persuasively.
- Ability to plan and arrange day-to-day activities, maintains work schedules, and performs multi-tasking responsibilities.
- Ability to accurately perform writing functions such as spelling, punctuation, grammar, and proofing.

- Ability to operate office equipment including computers, fax machines, and copiers and the ability to keyboard a minimum of 50 wpm and meet District accuracy standards.
- Skills in computer software including word processing, data entry programs and internet applications.
- Ability to prepare and present clear and concise written communications.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is mainly indoors. Work is typically performed in a District office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit.
- The individual must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.
- This job includes repetitive keyboarding.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature