

Administrative Assistant Job Description

Reports to: PNW District Secretary/Administrator

Job Goal: The Administrative Assistant performs the tasks of, Accounts Receivable/Accounts Payable Clerk and administrative assistant. Assists with all tasks associated with the efficient running of the District Office; performs various other duties as directed in such a way as to provide the best possible services for the overall effectiveness of the district.

Skills Needed:

A/R and A/P using QuickBooks; light bookkeeping

Microsoft Office Suite

Filing and tracking of data

1. Administrative Assistant

- a. Receives and processes all correspondence.
- b. Answers routine inquiries to the best their ability and forwards the remainder to individuals in the district office or to district leadership.
- c. Organizes and files correspondence, reports, forms, registrations, award applications, etc, in appropriate electronic or paper files.
- d. Receives, records and fills orders for Kiwanis supplies.

2. Accounts Receivable/Accounts Payable Clerk

- a. Completes financial transactions to include account payable and receivable
- b. Invoices customers and members as appropriate and monitors inventory controls.
- c. Works in coordination with District Treasurer and Finance Committee Chair to insure that all financial aspects of the district are within the guidelines set forth by the PNW District Board and District annual budget.
- d. Completes reports and accounting functions as directed by supervisors and all other duties as assigned.

3. Receptionist`

- a. Creates welcoming environment thru phone, email and in-person interactions.
- b. Receives FedEx and UPS package deliveries and signs as appropriate.

4. Other

- a. Responsible for data entry and maintenance of district data base, records and files.
- b. May be required to work some weekends at district meetings and events.
- c. Maintains inventory of Kiwanis International and District supply items.