

JOB DESCRIPTION



Job Title: Administrative Assistant

Organization: Wayne County Community Foundation, Wooster, OH

Reports to: Office and Accounting Manager

Position Type: Part-Time – 5 hrs./day, Mon-Fri between 8:30 AM – 4:30 PM*

Pay Rate: \$16/hour, paid vacation/sick days and 12 holidays

Job Description Revision Date: June 13, 2022

ABOUT YOUR FUTURE WORKPLACE

Are you looking for work that is fulfilling, doing something that *truly* makes a difference? Then look no further. Established in 1978, the **Wayne County Community Foundation** works to strengthen the community we all share. We are a nonprofit charitable community organization. Since our inception, Wayne County Community Foundation has returned more than \$100 million in grants and scholarships to our community.



Located in a beautiful historic home in downtown Wooster, our small but talented team interacts daily with a variety of community members and professionals – from our generous donors and their estate planning attorneys, accountants and financial advisors, to school guidance counselors, scholarship recipients and our nonprofit partners.

For more information about the Foundation visit www.WayneCountyCommunityFoundation.org.

SUMMARY OF POSITION

The Administrative Assistant works closely with the other staff in executing responsibilities to help fulfill the vision, mission and objectives of the Wayne County Community Foundation (WCCF). These responsibilities include, but are not limited to, the processing of gifts and grants and all of the corresponding paperwork; providing administrative assistance, including receptionist duties, filing, mailings, and copying; maintaining our media files; and compiling and summarizing grant reports received from grantees. This position also provides backup, as needed, for the Office and Accounting Manager, which includes, but may not be limited to, monthly reconciliations and processing of checks for operating expenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Gift Processing

- Process daily deposits including checks, cash, credit cards, stocks, and interfund transfers.
- Enter gifts into Foundation's software and generate reports and acknowledgment letters.
- Update spreadsheets and enter general journal entries as needed.
- Notify families of memorial gifts in a timely and consistent manner.
- Distribute acknowledgment letters for tax purposes.

Grant Processing

- Due diligence review of grantees to ensure they are a qualified recipient.
- Due diligence review of fund and fund advisor(s).

- Process daily grants including issuing of checks and transfer requests.
- Enter grants into Foundation's software and generate reports, letters, and checks/transfer requests.
- Print and send checks and letters to donors and grant recipients.

Receptionist Duties

- Answer the telephone and transfer calls as needed.
- Greet visitors as they arrive and provide them assistance.

Grant Report Summaries

- Compile final reports received from recipients of WCCF community grants.
- Request grant reports that are past due via letter or email.
- Summarize the grant reports for review by the Trustees.

General

- Work with office equipment including, but not limited to, computer workstation, printer/copier/fax machine, check scanner, telephone, calculator, and paper shredder.
- Scan and save media files.
- Assist with large mailings – folding, stuffing and sealing of envelopes.
- Provide backup for the Office and Accounting Manager.
- Go to the bank, post office, or other locations, as needed.
- File gift and grant processing paperwork.
- Assist with Annual Dinner, held each October in the evening.
- Provide coverage at office on Board Meeting days, held quarterly in the afternoon.
- Adhere to the policies and procedures of WCCF.
- Complete other duties as assigned by the Office and Accounting Manager or Executive Director.

PERSONAL QUALIFICATIONS

- Basic accounting skills.
- Computer proficiency with working knowledge of Microsoft Office software.
- Knowledge of office procedures and office equipment.
- Ability to learn new software.
- Excellent telephone and interpersonal etiquette.
- Excellent oral and written communication skills.
- Good judgment/discretion/ability to maintain confidentiality.
- Highly organized and able to manage multiple tasks simultaneously.
- Strong work ethic.
- Familiarity with and commitment to the greater-Wayne County community is a plus.

*We will work with the right candidate to determine the specific schedule for this position; however, ideally, we are looking for someone to begin the 5-hour day between 9:00-10:30 a.m.

To apply, please email resume and cover letter to contact@wccfoh.org. No phone calls please. Thank you!