



JUNIOR LEAGUE OF TOPEKA

JOB DESCRIPTION

Office Administrator

HOURS

10 hours per week

9 a.m. to 2 p.m. Tuesdays-Thursdays (or) 9 a.m. to 12:30 p.m. Monday, Wednesday, Friday

Occasional minimal evening hours required

WAGES & BENEFITS

\$13 per hour. No additional benefits.

SUPERVISOR

President

SUMMARY OF RESPONSIBILITIES

The office administrator is responsible for all operations of the Junior League of Topeka (JLT) office. He or she should provide administrative support to the board of directors, and JLT members. He or she acts as a resource to all members, donors, and the community regarding JLT activities.

PRIMARY DUTIES

1. Management of JLT Office
 - A. Telephone: Answers telephone/checks messages and responds appropriately to inquiries, forwards messages to members as needed in a timely manner.
 - B. Mail: Sorts and distributes mail. When payments are enclosed a mail log is completed and emailed to the officers and the board member whose budget is impacted. The office administrator then follows established financial procedures and those referenced under Accounting/Bookkeeping below. Monitors funds in US Post Office Bulk Mail Account via the usps.com website. At the end of the month, a report is downloaded and submitted to the bookkeeper and the treasurer.
 - C. Email: Send and receive emails from JLT members and the public regarding all aspects of JLT activities. Forward media inquiries to the president, president elect and vice president of communications.

- D. Filing and file maintenance: Maintains all office files, including correspondence files, project files, bookkeeping/financial files and historical files. Maintains files of board and general membership meeting minutes.
- E. Office maintenance. Maintains adequate amount of office supplies. Reorders supplies as needed, following purchase policies and procedures. Schedules basic repairs and basic housekeeping as needed and approved. Ensures the JLT office is kept tidy and organized.
- F. Office machines: Operates and maintains computers, printers, phone, copy machine, and all other office equipment. Does simple machine maintenance and troubleshooting, notifying officers of issues.

2. Administrative

- A. Office Scheduling. Assists with scheduling of conference room with other building tenants. Maintains and schedules JLT Office usage.
- B. JLT functions and meetings. Copies documents for meetings as requested.
- C. Annual Report. Compiles annual report and makes copies available upon request. Once approved, the annual report is submitted to the webmaster and the vice president of communications to post on the JLT website.
- D. Initiatives and troubleshooting: Takes initiative to troubleshoot office problems which may arise, e.g., copier, bulk mail, scheduling or conflicting demands on time by members, and keeps president informed of any such problems. Takes initiative to identify other tasks that he or she may be able to do for JLT. Reviews minutes of monthly meetings to stay updated and informed of all JLT activities. Uses minutes as source of information about projects, member status changes, upcoming JLT functions and other JLT issues.
- E. Secretarial support. Provides support for the board, councils, and sustainers as appropriate: this may include sending meeting reminders and compiling board packet materials.

3. Accounting/Bookkeeping

- A. Dues and fees. Mails dues notices to members (actives and sustainers) and keeps record of payment by members. Works with treasurer to prepare and mail delinquent notices. If dues are not paid, resignation letters are prepared for each member upon action by the board of directors. Prepares tax deduction statements per IRS guidelines for all donations received, including members who have paid their dues with the assistance of the treasurer.

B. Bookkeeping: Prepares and makes bank deposits of cash receipts. Prepares checks for each purchase once the check request form and receipts have been properly completed and authorized by the appropriate council vice president and treasurer. After checks have been prepared, notifies the authorized signers that checks are ready to be signed. Maintains accurate records in the accounting software with the assistance of the treasurer and bookkeeper. At the end of each month, a summary of checks and deposits made are printed and placed in the monthly expense folder. Maintains monthly expense folders.

4. Computer

A. Computer support. Becomes proficient with all software utilized by JLT including but not limited to Microsoft Office Products, accounting software and CRM systems, and the JLT website platform. Assists members as needed with use of computer software at the JLT office.

5. Membership Records

A. Record Maintenance: Assists by providing membership changes received to president, treasurer, and vice president of leadership. Maintains historical membership records.

6. Other Related Responsibilities

A. As assigned.

Position Qualifications:

Clerical and office systems experience required, high school diploma or equivalent required, some college preferred, 21 years of age, American citizen (or declare intent), willingness to abide by the bylaws, policies and procedures of the Junior League of Topeka. Successful completion of interview process and background check.

PHYSICAL ACTIVITIES/MENTAL DEMANDS:

Reaching, standing, walking, lifting, typing, fingering, talking, hearing, repetitive motions, lifting up to 30 pounds. Reading, detail work, confidentiality, problem solving, language, stress, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, and constant interruptions.

WORKING CONDITIONS:

Worker is subject primarily to inside environmental conditions.

WORKING RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:

Recognize the importance of a good working relationship with Junior League of Topeka Board of Directors and JLT members.