

**POSITION:** Administrative Assistant  
**EMPLOYMENT STATUS:** Full Time Salaried Non-exempt  
**ACCOUNTABLE TO:** Head of Operations



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## OVERVIEW

Missionwell LLC provides offsite accounting, finance & administrative support services to non-profits. We focus on three segments: 1) Public charities; 2) Churches/religious organizations; and 3) Private schools, including religious schools. We partner with our clients, bringing outstanding breadth and depth of expertise, and allowing them to focus on their mission. Please visit [www.missionwell.com](http://www.missionwell.com) for more details.

## PRIMARY DUTIES AND RESPONSIBILITIES:

- Office Administration
  - Ensure office is clean and equipment in good repair; liase with landlord
  - Maintain Missionwell's electronic files, timesheet summaries (requires Excel experience), bank charge summaries and other company reports as assigned
  - Monitor, order and organize office supplies
  - Proactive solutions for operating problems as they emerge
- New Client Set Up
  - Prepare/organize materials for client set up meetings
  - Follow up with clients on missing documents and elections during set up
  - Set up new client emails & filing structure
  - Customize client forms and policies (requires experience in Word and Excel)
  - Customize training materials for clients (requires experience in Power point)
  - Maintain set up documentation
  - Prepare paperwork for client banking and credit cards
- Direct Client Support
  - Sort and scan mail by client and type of mail; prepare deposits for clients' checks and make bank deposits; shred dated mail
  - Provide administrative services for clients (ongoing or as needed basis). Examples include cashiering at client fundraising events, preparation of expense statements, and more
  - Prepare contribution acknowledgments and donor statements for all clients as needed
  - Perform data entry (donations and invoices) from time to time (into MD Great Plains and Quick Books)
  - Prepare client newsletters and announcements and mail out via Constant Contact
- Supporting Sales & Marketing
  - Prepare and update presentations, sales materials and website
  - Logistical support for conference participation
  - Light marketing analysis as needed
- Human Resources Support
  - Coordinate recruitment, orientation, performance management schedule, employee information and more for Missionwell's employees
- Maintain a strict level of confidentiality in all aspects of the job
- Fulfill other duties and responsibilities as requested or as assigned

## QUALIFICATIONS:

- Computer literacy: a proficiency in email, MS Office Suite and a capacity to learn other programs as needed.
- Ability to effectively communicate verbally and via email.
- Ability to deal with problems in a positive manner & find effective solutions or know where to seek assistance.
- High level of attention to detail and accuracy of work.
- Punctuality and dependability.
- Ability to work independently in an efficient and effective manner.
- Solid time management and organizational skills with the ability to adapt to change, multi-task and be flexible.

**PAY:** \$22,000-30,000 annually depending upon education and experience.

***The organization reserves the right to change job descriptions at any time, with or without advance notice.***