



## **Administrative Assistant Job Description**

### **Mission Statement**

North Country Ministry is a faith-based, 501(c)(3) not-for-profit, outreach organization that provides assistance without discrimination to anyone in need in our service area. Our mission is to provide a Hand of Hope to those seeking help through life's difficult situations.

### **Position Summary:**

The Administrative Assistant is to provide operational, clerical, and logistical support to North Country Ministry and the Executive Director. Primary duties for this position include processing donations through the database, preparing bank deposits, processing bills for payment, and general support to programs and staff with extensive attention to detail.

### **Employment Location:**

North Country Ministry, Warrensburg Center  
3933 Main Street, Warrensburg, NY 12885

### **Position Type:**

- Part-Time, 20 Hours Per Week at an Hourly Rate of \$22
- Benefits include:
  - 2% SIMPLE IRA contribution from NCM
  - Hours flexible around operation: Monday through Friday: 7:30 am to 5:00 pm
  - Adirondack Employee Assistance Program Access

### **Development Duties:**

- Interact professionally and courteously with donors.
- Process and deposit donations (cash, checks, credit card payments, cash from programs, and other income) in NEON (donor database/CRM) and QuickBooks.
- Deposit checks through the in-office check scanner and deposit cash in the bank.
  - Prepare and present the Cash Deposit form weekly.
- Work with a third-party Bookkeeper to ensure all transactions are properly input into our systems.
- Update donor household/business contact information in NEON.
- Prepare donation recognition/tax write-off Thank-you letters through NEON (print/email).
- Work closely with the Executive Director on administrative assignments, program operations, annual events, fundraising, grants, and other tasks that may arise.
- Uphold confidentiality in working with private information verbally or written by clients, donors, and other visitors.

**Financial Duties:**

- Prepare expense payments through QuickBooks.
- Ensure the organization's auto payments go through monthly.
- Maintain accurate financial and administrative records, including invoices, expenses, and other relevant documentation.
- Input Casework Emergency Financial Assistance expenses monthly.

**Office Operations:**

- Answer and direct phone calls, emails, and other communications to appropriate staff.
- Pick up, sort, and forward all incoming mail to appropriate staff, gather all outgoing mail from staff, and deliver to the post office two to three days a week.
- Order and maintain an organized stock of office, bathroom, and break area supplies.
- Coordinate assigned projects by prioritizing needs, handling matters proactively, meeting deadlines, and performing a follow-up upon completion.
- Perform any other duties assigned by the Executive Director.

**Program Support:**

- Order appropriate program supplies.
- Assist in program operations when needed.
- Understand how to prepare and submit food-related reports to the Regional Food Bank for backup purposes.
- Assist in inspecting the inventory of stock in all food pantries and submitting orders for depleted food items through the Regional Food Bank (for backup purposes).
- Prepare Thank-you letters for in-kind (clothing, food, and furniture) donations.

**Qualifications:**

- High school diploma or higher education degree.
- Proficiency and extensive attention to detail in computer, database, and accounting tasks.
- Professional and friendly customer service skills.
- Have patience and composure to handle stressful situations & individuals under stress.
- Exceptional typing, grammar, and proofreading skills.
- Proficiency in using Microsoft Office, Google Suite, or similar software.
  - Preferred experience in Donor Databases.
- Ability to prioritize and organize assigned tasks.
- Ability to problem solve and complete tasks independently or within a team.
- Possess a flexible schedule to adapt to changes in the work environment.

**Reports to:**

- Executive Director

**Evaluation:**

- Performance of this position is to be evaluated at a minimum on an annual basis and may be completed on a more frequent basis as determined by the Executive Director, in accordance with the policies set forth by North Country Ministry.