

POSITION ASSIGNMENT:

- ◆ **TITLE: Administrator**
- ◆ **RECRUITED BY:** Executive Director
- ◆ **STAFF GRADE:** Administrative Staff
- ◆ **ACCOUNTABILITY:** Reports to Executive Director

SUMMARY OF POSITION:

To assist in carrying out the vision and mission of the Wesley Foundation by supervising administrative staff, keeping accurate personnel and financial records, and supporting the program staff.

PURPOSE:

To provide administrative and supervisory direction and support to the students and staff of the Wesley Foundation at SFASU.

ESSENTIAL FUNCTIONS & PRIMARY TASKS:

- Maintain accurate records of students, donors, personnel, former students, and friends of Wesley.
- Use QuickBooks Online and Excel to maintain accurate financial records, including balancing bank statements.
- Supervise the maintenance of the facility, grounds and vehicles, including supervision of administrative, service, and janitorial staff
- Maintain legal, tax, and administrative documents according to Wesley policies and state and federal laws.
- Maintain integrity of budgeting and financial procedures, including making deposits, categorizing and authorizing reimbursements, and following legal and internal protocol.
- Make employment decisions regarding administrative staff
- Provide administrative support to program staff
- Create reports for program staff and board members when scheduled or requested.
- Perform internet research, reviewing and synthesizing information.
- Track the administrative and program calendar to assist with the timely completion of scheduled tasks by staff.
- Determine and purchase maintenance and office items for office and building use.
- Attend staff meetings, occasional board meetings, and other weekly meetings as needed
- This job description is not all-inclusive and can be modified in writing by the Executive Director.

SKILL AND EDUCATIONAL REQUIREMENTS:

- Ability to communicate clearly and effectively verbally and in writing
- Typing skills
- Proficiency with Excel, Word, Quickbooks Online, in addition to general computer knowledge.
- Basic bookkeeping skills
- Organizational skills

ADVANTAGEOUS SKILLS:

- 10-Key operation
- Proficiency with Macintosh computers
- Familiarity with office machines like copiers, fax machines, printers, etc.
- Bachelor degree or equivalent education/training/or experience

ORGANIZATION RELATIONSHIPS:

The Administrator will be directly accountable to the Executive Director. The administrative staff is directly accountable to the Administrator. He or she will be expected to attend staff meetings and some board meetings. The administrator will not be a voting member of the board of directors. The administrator may occasionally be asked to oversee staff meetings in the absence of the Campus Ministry Director and/or Executive Director.

WORKING CONDITIONS:

The administrator will be in constant contact with college students. The administrator will need to work cooperatively with the Executive Director, Campus Ministry Director, other program staff, interns and volunteer student council frequently to be effective in the position. He or she will be in regular contact with vendors, contractors, and repair companies. The job will occasionally require out-of-town training events. The position infrequently requires overtime.

NEEDED ATTRIBUTES:

- Creativity
- Cooperative Spirit
- Responsible behavior
- The ability to work independently and with a team
- Initiative
- Honesty, integrity, and punctuality
- Scripturally-based moral character
- Confidentiality
- Forgiving spirit and gracious attitude
- Teachable
- Baptized in the name of the Father, Son and Holy Spirit in a Christian Church, having accepted Jesus Christ as his or her Lord and Savior.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job description as outlined above, and if I have any questions concerning what is expected of me I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name