



JOB DESCRIPTION

ORGANIZATION: The South Carolina Association for Community Economic Development (SCACED)

JOB TITLE: Executive Assistant & Office Manager

LOCATION: Corporate Headquarters
South Carolina Association for CED

SUPERVISOR: Chief Operating Officer

Salary Range: \$40,000 - \$55,000

JOB PURPOSE:

The Executive Assistant/Office Manager will provide coordination and management of the day-to-day activities of the President and the corporate office of SCACED. Staff would be responsible for maintaining the President's appointment schedule, travel and correspondence as well as responsible for a variety of office duties and procedures in support of SCACED including handling of the day-to-day operation of the Association. Staff supports the Chief Operating Officer and the contract accounting firm with financial management. Staff is responsible for ensuring the office is maintained and presented in a professional manner at all times.

DUTIES AND RESPONSIBILITIES:

Responsible for filing financial information and uploading payables to Bill.com.

Responsible for coding expenses on incoming bills/invoices.

Code incoming checks, requests deposit slips to be filled in by appropriate staff and takes those deposits to the bank.

Manage the coding of credit card bills with receipts in Expensify.

Prepares and maintains board minutes, reports, records and compile data for preparation of reports.

Answer phones and routine calls accordingly including screening of the President's phone calls.

Respond to routine telephone requests and inquiries; may receive visitors to the office and determine purpose of visit; and refer appropriate calls and visitors to the President.

Opens and release incoming mail. With direction from the President, can respond to and or file correspondence.

Establishes and maintains files necessary to ensure the proper operation of the Association.

Keeping the office in presentable and efficient operating order so that unannounced visitors will be welcomed and recognize the Association as the state leader of the CED industry.

Types and otherwise key data and text associated with programs and administration of the Association. Must be competent and familiar with desktop computer and relevant software, to include word, excel, outlook Microsoft Teams and internet searches for contact information and ability to mail merge and execute mass mailings in efficient manner.

Responsible for scheduling the Association's conference room and the meeting rooms of The Opportunity Center. Staff is also responsible for securing meeting facilities for SCACED's Board and Committee meetings in locations throughout South Carolina.

Responsible for ordering/stocking supplies and coordinating with vendors i.e. water delivery, cleaning staff, pest control and other vendors needed to maintain the office.

Responsible for telephone correspondence, mailings, database/data entry, office supplies, coding expenses, coding credit card bills with receipts, picking up and opening mail, filing financial information and uploading payables to Bill.com.

Serve as Executive Assistant to the President & CEO, with duties to assist with the efficiency of the Executive Office. Duties include scheduling all of the President's virtual and in-person meetings and assisting with follow up items agreed to by the President.

Screening calls to the CEO to ensure he is the appropriate person to address the request. Assist with the CEO correspondences, travel planning and arrangements.

Assist the CEO with scheduling and planning of the organization's Board of Directors meetings, to include agenda preparation and completing the minutes of the Board meetings.

Overnight travel within South Carolina is possible from time to time.

Other duties as assigned.

EXPERIENCE AND KNOWLEDGE:

- Excellent people skills necessary. Ability to maintain cooperative working relationships with those contacted in the course of work activities.
- Ability to communicate effectively verbally and in writing.
- Prior financial experience helpful.
- Experience and knowledge with excel, word and other computer skills are a must.
- Knowledge and experience with office procedures, office functional organization and work flow such as filing, photocopying, scanning, mail merge and database support is needed.
- Knowledge of operational procedures associated with personal computers and associated peripheral equipment, such as printers and scanners.
- Where appropriate knowledge of basic postal rules and regulations.
- Knowledge of security procedures relating to finances and office security.
- Willingness to attend Board and Committee Meetings and special events as instructed by the supervisor.

SKILLS AND ABILITIES:

- Ability to type and/or effectively key text and/or data at an acceptable level of speed and accuracy via desk top computers.
- Ability to apply knowledge of appropriate system commands and responses to system prompts.
- Ability to communicate effectively with the public and to project a professional image through verbal communication.
- Ability to operate a variety of equipment as found in the office, such as printers, copy and postal machines, facsimile receiver/transmitter, calculators, etc.
- Ability to adjust to fluctuating workloads and priorities.
- Ability to appropriately handle remittances and other documents of value.
- Event planning experience would be preferred.

COMMENTS

May work irregular hours due to Board and Committee meetings, as well as Association sponsored workshops and events. Must dress professionally at all times.

Interested applicants should email cover letter and resume to Kate Pratt kate@scaced.org.