



Eastern Band of Cherokee Indians

Job Description

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| Position ID Number: | 023-3725-001 | Last Revised: | 05/18/2016 |
| Position Title: | Administrative Assistant | Department: | Cherokee Youth Center |
| Reports to: | Manager, Cherokee Youth Center | Division: | Department of Education |

Primary Function: Performs diversified clerical, bookkeeping, and related duties in support of the Cherokee Youth Center Boys & Girls Club, Inc. daily operations, programs, and special events. Maintains specific, records, files, and logs to ensure an accurate report of departmental activities, fees collected, and Club membership. Maintains a positive public relations image for the program.

Job Duties and Responsibilities:

- Greets visitors, makes necessary notifications, assists as needed to facilitate contact with appropriate persons, and directs visitors to specified office/location.
- Answers telephone and directs incoming calls, takes messages, responds to questions and provides assistance, follows up as needed in a timely manner.
- Maintains personnel files and records involving employee time by collecting timesheets and forwarding for processing of payroll checks.
- Maintains all departmental records, files and logs, both manually and by computer, is responsible for conducting annual inventory. Compiles such data to prepare specified reports and summaries.
- Processes invoices, prepares purchase orders, applies codes, posts to proper accounts, verifies data, etc. as generated by tribal financial software, includes obtaining signatures, and forwarding as necessary.
- Performs bookkeeping functions for the program. Monitors expenditures and notifies supervisor of budgetary issues.
- Assists in scheduling meetings, appointments, activities and travel arrangements for staff.
- Assists in compiling data, preparing reports and writing summaries of CYC activities, membership, etc.
- Monitors levels of program supplies, special equipment, etc. and orders as needed.
- Assists throughout the office as needed to facilitate the flow of work and provide support for program activities which includes but is not limited to clerical support for programs, types letters, memos, newsletters, requisition forms, and runs errands etc.
- Receives, records and deposits all CYC funds collected and forwards same to Finance Office and prepares receipts and balance accounts.
- Processes incoming and outgoing mail on a daily basis.
- Available for travel and attends training as assigned by supervisor.
- Performs job duties according to established safety guidelines and tribal policy.
- Performs other duties as assigned by supervisor.

Education /Experience: An Associate's degree in Business or related field is required or the equivalent combination of education, related work experience and training. Work experience of three months in the position would provide knowledge adequate to learn most phases of the job.

Job Knowledge: Must be familiar with the mission, goals, objectives, policies and procedures of the Cherokee Youth Center B&GC. Must have clerical/secretarial, computer, and accounting skills. Requires the ability to maintain specified records, files, and logs needed to compile data and prepare reports.

Must be familiar with all programs and services offered by the program and be able to coordinate membership registration, collect fees, and assist with various program functions. Requires skill and the use of basic office equipment including: Fax, computer, calculator, copier/printer etc. Must be able to carry out instructions in both written and oral form and be able to apply reasoning and common sense to carry out instructions. Must have a valid North Carolina driver's license.

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| Contact with Others: | Interacts constantly with coworkers, supervisors, Tribal officials, CYC members and parents and the general public. Has contact with vendors and other professional representatives. Nature of contact involves discussions, answering questions and the exchange of information. A high degree of tact, courtesy and professional decorum is required to maintain a positive public image for the program. |
| Confidential Data: | Has access to all department reports and files including personnel related information and salary records, donor information, management discussions, and participant information including medical history, child custody information and family information which must be kept confidential. Must be familiar with and adhere to all tribal confidentiality policies and procedures. Damage to the CYC reputation and participant relationships could result if information is disclosed improperly. |
| Mental /Visual /Physical Effort: | Close attention to detail and mental concentration are required for most clerical and computer duties. Subject to frequent interruptions which require varied responses. Physical efforts routinely required are walking, sitting, standing, stooping, kneeling, reaching, bending, and moderate lifting. Must have manual dexterity, visual acuity and the ability to hear and speak. |
| Environment: | Performs administrative duties in an office setting. Works with and around children ages 5 - 18 creating a slightly above average noise level. Usually disagreeable situations can be avoided or would be in short duration. |
| Responsibility for Accuracy: | Data entry and bookkeeping require a high degree of accuracy. Proofing, editing and subsequent procedures would detect most errors. Undetected errors could have a negative impact on the CYC. |
| Resourcefulness & Initiative: | Follows well defined procedures and policies in the performance of duties with minimal supervision. Planning, problem solving, and coordinating skills are required to perform tasks efficiently and respond appropriately to varied situations. Must use judgment and initiative to maintain accuracy and meet deadlines. |