

## WE ARE HIRING: Administrative Assistant

**Type:** Part-time    **Location:** 777 S. 15th Street, Marion, IA 52302

The Marion Independent School Foundation & Alumni Association is a nonprofit organization dedicated to raising funds and support to meet the needs of students, staff and families in the Marion Independent School District. This position provides an opportunity to use your administrative skills to keep our office running smoothly.

We are looking for a **part-time Administrative Assistant**. Schedule is flexible within Monday-Friday business hours; approximately 10-12 hours per week. Starting wage is between \$16-18/hr. The ideal candidate has experience with accounting and digital bookkeeping. Microsoft Office skills are a must. A high-energy, detail-oriented, organized individual who manages time well is right for this role.

### APPLICATION

Apply by sending a resume, cover letter and two references to [marionfoundation@marion-isd.org](mailto:marionfoundation@marion-isd.org) by Friday, May 24, 2024. Review of candidates will begin immediately.

### JOB DUTIES

- Responsible for financial bookkeeping functions; deposits, monthly reconciliation, processing invoices, and entering data into QuickBooks; running financial reports.
- Maintain the alumni/donor database and produce reports as requested.
- Provide fundraising assistance by providing administrative support for events including, but not limited to, preparing print materials, securing donations and tracking donor acknowledgements.
- Provide communication support by answering phones and assisting with email correspondence.
- Engage local volunteers to meet office and event needs.
- Organize and maintain electronic and paper files.
- Keep inventory of supplies for administrative use and events.

- Assist with the preparation of materials for Board of Trustees monthly meetings, committee meetings and annual scholarship awards.
- Other administrative duties as assigned.
- Promote the mission of the Marion Independent School Foundation & Alumni Association.

### REQUIREMENTS

- **Bookkeeping Skills:** Ensure compliance by maintaining accurate books on accounts payable and receivable, daily financial entries and reconciliations. Experience with QuickBooks or similar accounting software preferred. Familiarity with databases or data entry.
- **Computer Skills:** Advanced level proficiency with Google Suite, Microsoft Word and Excel needed to enter and update data, mail merge, craft letters, and create labels, spreadsheets, and forms.
- **Detail-oriented:** Demonstrate accuracy and thoroughness; monitor own work to ensure quality and organization. Strong attention to detail.
- **Communication Skills:** Excellent written and verbal communications. Listen and seek clarifications. Professional and approachable; exhibits superior customer service skills.
- **Integrity:** Demonstrate ability to work independently and as part of a team; exhibit sound judgment with prioritization and time management skills. Treat others with respect and consideration.
- **Initiative:** Able to multitask in a high-speed work environment. Handle challenging demands and unexpected events with an upbeat/positive attitude. Willing to change the approach to best fit the situation.