

## **Administrative Assistant**

The Administrative Assistant shall be responsible for the performance of, but not limited to, the following duties:

- Receive all funds and contributions, keep vouchers of all receipts, conduct and record the daily business affairs of the Central Office
- Present all of the above to the Treasurer.
- The Assistant's employment shall be administered in accordance with the job description as defined by said Steering Committee.
- Develop and continually update training procedures and information manuals in conjunction with the Phone Watch Committee Chairperson

In the absence of any functioning committees, the Assistant is currently performing the following duties:

### **Bill Management**

- Pay bills using various portals and websites
- Determine and pay Florida sales tax
- Maintain recurring payments report
- Maintain file system for paid bills and correspondence
- Maintain Petty Cash records, submit for reimbursement when necessary

### **Receipts**

- Prepare paperwork for all deposits
- Post Group Donations to spreadsheet
- Take deposits to bank when Chairman or Treasurer not available

### **Bank Reconciliation**

- Reconcile monthly all disbursements and receipts to bank account balances
- Examine all credit card payments against bank records to assure proper processing

### **Information Dissemination**

- Send out revised 12-Step Call Schedule to volunteers
- Release Holiday wishes to volunteers
- Send out any front desk process changes to cashiers
- Maintain office information in following binders
  - 501(c)3
  - Secretary
  - Treasurer
  - Procedure
  - Bill Pay
  - Vendor
  - Cashier
  - Help Desk
  - Quickbooks
  - POS Issues
  - POS Instructions
  - Bank Reports
  - Budget Book
  - Job Descriptions
- Maintain Volunteer Information File

# **LSCO JOB DESCRIPTIONS**

**October 31, 2023**

## **Administrative Assistant**

### **Information Dissemination (cont'd)**

- Maintain group email distribution lists for
  - Office volunteers
  - Reps
  - Steering Committee
  - Committee chairs and volunteers
  - 12-Step volunteers
  - Newsletter recipients
  - Speakers
  - Group contacts
- Compose correspondence for Chairman and Treasurer

### **Reports**

- Prepare monthly reports for Steering Committee
  - Recurring Payments
  - Group Donations
  - Financial Report
  - Year to Date Expenses
  - Year to Year Comparison
  - Administrative Assistant Report
  - Event Reports
  - Petty Cash Report

### **POS System**

- Print various monthly reports
- Assist cashiers when necessary
- Review data to assure information entered correctly
- Maintain record of all POS issues

### **Desktop Publishing**

- Create event flyers
- Prepare office signs
- Update pamphlets

### **Liaison**

- Communicate with bank to discuss issues
- Communicate with vendors regarding billing questions
- Inform property management concerning property issues