

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 and Chairperson
- The Assistant’s employment shall be administered in accordance with the job description as defined by said Steering Committee.

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 the bank

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 any front desk process changes to cashiers
- Maintain office information in following binders
 - 501(c)3
 - Bill Pay
 - Vendor
 - Cashier
 - Help Desk
 - POS Issues
 - POS Instructions
 - Bank Reports
- Maintain Volunteer Information File

LSCO JOB DESCRIPTIONS

June 2025

Administrative Assistant Information Dissemination (cont'd)

Reports

- Prepare monthly reports for Steering Committee
 - Administrative Assistant Report
 - 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

Liaison

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