



Administrative Assistant/Bookkeeper

Non-exempt

Full Time

\$15-\$17 depending on experience

The Millard Public Schools Foundation is looking for a responsible, reliable, and motivated Administrative Assistant/Bookkeeper. Must quickly pick up new tasks and be detail orientated. Multitasking required to manage both daily and long-term projects.

The Administrative Assistant/Bookkeeper is responsible for reception and bookkeeping duties. Employee receives phone calls and visitors to the Foundation office, determines nature of business, and directs callers and visitors to the appropriate person. Employee responds to questions regarding Foundation operations and the Kids Network program. Employee resolves customer inquiries when possible.

Primary job duties include but are not limited to:

- Create a positive first impression for the Foundation and Kids Network Program.
- Welcome and assist visitors in a friendly and positive manner; quickly notifying personnel being visited.
- Answer phone calls cordially and succinctly.
- Assist customers with Kids Network waitlist, registration, and processing.
- Develops and demonstrates proficient knowledge of childcare database.
- Maintain Child Care Subsidy student list and submit claims monthly.
- Complete basic accounting duties including weekly/monthly journal entries with Quickbooks.
- Print and mail checks for bi-monthly bill payments.
- Assist Development Department with donor acknowledgements.
- Reserve and prepare signage, prep meeting rooms, coordinate meeting meals as needed.
- Maintain supply inventory and work room equipment (i.e. copier, postage machine)/maintenance.

QUALIFICATIONS

- High School Diploma/GED required with 2 years' experience in related field, Associate's degree and/or certifications in Administrative Assistant or Bookkeeping are preferred.
- Intermediate to advanced skills in Microsoft Office software, mail merge, spreadsheets, word processing, database management, and QuickBooks preferred.
- Ability to perform essential clerical duties.
- Excellent written & oral communication skills.
- Strong organizational skills, detail orientated, self-starter.
- Professional and positive demeanor.
- Notary public or willingness to obtain credential.

If you are interested in joining our team, please submit a resume, along with a cover letter to Erika Wilson at erwilson@mpsfoundation.org or apply at www.mpsfoundation.org

Benefits:

- Health
- Dental
- Vision
- LTD/Life
- 403(b) and matching
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday