
Delta Regional Authority

JOB DESCRIPTION

JOB TITLE: Senior Administrative Assistant

POSITION SUMMARY:

The Senior Administrative Assistant performs professional and technical administrative duties and limited human resource tasks, accounts payable, records management and purchasing. Duties involves assisting with pre-audit preparation and processing travel reimbursements. May also perform various other duties for Director of Finance and Administration and as needed for Senior Advisor for Policies and Programs. Will receive visitors and respond to telephone calls from the public when the Administrative Assistant is unavailable.

SUPERVISORY CONTROL:

The incumbent reports to the Director of Finance and Administration who provides general direction and work assignments. The incumbent should expect to function with minimal supervision in carrying out day-to-day assignments with specific guidance provided in unusual cases.

SUPERVISION EXERCISED: None at this time

POSITION LOCATION: Clarksdale, MS

FLSA STATUS: Non-exempt

QUALIFICATIONS:

EDUCATION: A minimum of a High School Diploma or equivalent. (GED), or AA degree in Office Technology, Bookkeeping, Human Resources and /or Payroll certification or equivalent preferred, but not required.

EXPERIENCE: Five years' experience in accounting, bookkeeping and /or general office administration or comparable position.

WAGE RATE: Salary is based upon education and experience.

OTHER QUALIFICATIONS:

- General knowledge of policies and procedures pertaining to financial operations

- Skill in the use of office equipment and computer software to include calculators, word processing , and spreadsheet software
- Ability to:
- Communicate effectively verbally and in writing
- Plan, coordinate and prioritize workflow to meet reporting and other deadlines
- Work accurately or independently with particular attention to detail and meet strict deadlines

Duties and Responsibilities

1. Setup, change or correct employees on the ADP Payroll System to include termination forms, appropriate forms i.e., offer letter or authorization to hire, W-4's, employee benefits, 401k retirement plan, I-9, etc. Maintain annual leave, process payroll reports, draw down approved funds for payroll, and record payroll journal entries in accounting system; Process Payroll (?)
2. Setup or correct employees on the 401k retirement plan, process enrollment form for retirement plan; process termination forms, verify compliance with ADP retirement plan. Notify participants of various disclosures;
3. Communicate with internal departments, external vendors, GSA Personnel and financial institutions to resolve problems and conduct day-to-day operations;
4. Prepare and process vendors' invoices/contracts for all programs, to include; Bridging the Blues, DeltaCorps, DEN, IEDC, Sponsorships and LDD travels.
5. Maintain invoices, to include maintenance of vendor's records;
6. Monitor and maintain employee attendance records;
7. Process travel reimbursement requests per DRA travel guidelines;
8. Comply with all DRA procurement guidelines to include the issuance of purchase orders and purchase order maintenance;
9. Process Reimbursement Form 1164 for any DRA staff member as needed;
10. Prepare deposits tickets and deposits checks for DRA to local banks;
11. Maintain an accounting of inventory items at all DRA locations;
12. Download 50% & 100% transactions report and create invoice GSA/USDA to reimburse DRA for monthly expenditures;
13. Reconcile the Monthly Credit Card Statements.
14. Other duties as assigned by the Director of Finance and Administration.

Additional Job Functions

Perform routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, completing direct bill applications/authorizations, answering the telephone, sending faxes, entering and retrieving computer data.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others.
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

COMPENSATION: Salary is based upon salary history, education, and experience.

HOW TO APPLY: Submit a cover letter, resume with references, and two writing samples to jobs@dra.gov with the subject line: DRA Regional Coordinator for Economic and Community Development.