

## **Administrative Assistant – Joint IDA of Wythe County, VA**

### **General Description**

The position involves serving as administrative assistant to the executive director of the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat, and serving as clerk of the authority. The position is under the general supervision of the executive director. A background commensurate with the desired traits, skills, and typical duties is required. A college degree is preferred, though some college is minimally required.

### **Desired Traits and Skills**

- • Punctual
- • Professional
- • Organized
- • Detailed
- • Adaptable
- • Independent
- • Self-starting
- • Friendly
- • Creative
- • Helpful
- • Positive
- • Accuracy
- • Critical thinking
- • Strong accounting ability
- • Excellent communications ability
- • Technology proficiency
- • QuickBooks proficiency
- • MS Office proficiency

### **Typical Duties**

#### Office and Administrative Duties

1. Be the first contact point with visitors, guests, callers, and other parties, handling each professionally, courteously.
2. Communications including correspondence, responding to basic inquiries, receiving mail and packages with routing as appropriate.
3. Maintaining online calendars for Joint IDA staff including meetings, appointments, site visits, conferences, travel, etc.
4. Maintaining a professional, neat and clean office environment for staff and guests.
5. Coordinating service vendors including but not limited to printers, telecom/internet, utilities, HVAC, lawn care, maintenance.

6. Interacting with building owner.
7. Maintaining IT infrastructure including hardware and software.
8. Organizing and maintaining paper and digital filing systems including required archives and records.
9. Assuring necessary supplies are available when needed.
10. Maintaining subscriptions for and licenses to software, publications, etc., as necessary.
11. Support of economic development team in coordinating responses to inquiries, site visits, including hospitality, information packets, etc.
12. Operation of office equipment including but not limited to multifunction copier/printer/scanner/fax, PC, cloud storage, tablets, laptops, AV equipment, telecommunications equipment, telephone, and similar.
13. Management of physical assets in the office including equipment, furniture, etc.
14. Regular use of MS Office software including but not limited to Word and Excel.
15. Support of social media presence, postings, online advertising.

#### Board and Governance Related Duties

16. Coordinate board activities including but not limited to communication with board members, member appointments and terms, reporting requirements, public notices, etc.
17. Prepare items as needed for board meetings including agendas, minutes, financial reports, others as needed.
18. Reserving and setting up space for each meeting including IT needs.
19. Handling special and called meetings as well as ad hoc committee meetings.

#### Financial Management and Accounting

20. Extensive use of QuickBooks.
21. Management of accounts across multiple financial institutions.
22. Bookkeeping and accounting duties for organization including operating account, revolving loan fund, along with special, dedicated, and restricted funds.
23. Preparation for annual public audit including liaison work with accounting firm and auditors.
24. Preparation of financial reports for various activities including board meetings, staff use, etc.
25. Accounts payable and receivable including invoicing, bill paying, EFTs, etc.
26. Management of Revolving Loan Fund including development of amortization schedules, receipt of payments, recordkeeping, reporting, communication, and collection activities, among others.
27. Reconciliation of credit card and bank statements monthly.
28. Grant fund reporting.
29. Maintaining all appropriate financial records.
30. Assistance with budget preparation annually.

*Note: This list is a general outline of duties that is not exclusive of other activities. Other duties assigned as needed.*

Revised: October 2020