



**Job Title:** Administrative Assistant, Accounting

**Department:** White Oak Conservation

**Reports To:** CEO/Executive Director

**FLSA Status:** Non-Exempt

**Effective Date:** October 2020

**Position Purpose:**

The **Administrative Assistant, Accounting** provides well-organized and timely administrative support to the CEO and for White Oak Conservation leaders and teams. This person will work on a variety of tasks to support White Oak accounting operations.

**Responsibilities and Tasks:**

Provides executive support to White Oak Conservation leadership to include planning, coordinating, reporting and communications related to accounting and operations activities; other duties as assigned.

- Conserves CEO time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Produces information by transcribing, formatting, retrieving, copying and transmitting data, text and graphics.
- Produces presentations, reports and briefs.
- Oversees administrative record-keeping, shared drive information, correspondence and communications for WO.
- Coordinates and prioritizes schedules for meetings, conferences, teleconferences and travel.
- Welcomes guests and colleagues in person or via phone; answers or directs inquiries.
- Protects operations by maintaining confidential information.
- Secures information by completing database backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; records meeting discussions.

**Specific Duties Relevant to Accounting**

- Accounting liaison for accountants, WO managers and teams related to payroll, AP, contracts, and grants
- Assist with vendor management, credit applications, NDA's, annual 1099 renewal
- Inventory oversight and reporting: monthly food & beverage, gift shops, also housing/artifacts, vehicles
- Compile and generate monthly sustainability reports for fuel consumption, electricity usage, water usage, etc.
- Oversee petty cash account, distribution, reconciliation and reports
- Prepares annual property tax and TPP annual renewals and oversees payments
- Coordinates vehicle registration and title processes and renewals
- Point of Sale oversight. Prepare and report retail analysis and progress
- Develop monthly and quarterly revenue: data, planning and reports
- Reviews and assists with monthly Construction in Progress data and reporting, including department support
- Support project management: data recording, documentation and reporting

- Review expense reports and re-imburements, approvals for submission
- Review and prepare insurance applications and renewals. Receive and document correspondence. Coordinate payments and reminders. General Liability, Flood, Health, Workers Comp
- Gather data and prepare and analyze utility, fuel, water, waste reports. Coordinate with sustainability manager
- Assist with grant applications and reporting including data gathering, contracts, records keeping
- Support development team with donor database management, financial reporting

Provides administrative assistance to WO teams including communications, date entry, scheduling, and other clerical duties.

- Assists with meeting scheduling, agendas and minutes, as needed.
- Assists with coordination between department calendars and electronically shared resources.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.

**Qualifications:**

- High school diploma or high school equivalency diploma required, Associate’s Degree preferred
- Proven experience as an administrative assistant or office manager
- Full comprehension of office management processes, accounting processes and systems
- Excellent knowledge of the full Microsoft Office suite and specifically Excel database entry, management and reporting
- Experience with accounting systems-, experience with Sage Intacct accounting software preferred
- Exemplary planning and time-management skills
- Ability to multi-task and prioritize
- Excellent verbal and written communication skills
- Flexible and adaptable
- Highly collaborative and team-oriented
- Passion for White Oak’s mission and genuine appreciation for wildlife and conservation
- The ideal team player will:
  - be resilient, show initiative, and demonstrate a healthy commitment to going above and beyond;
  - focus on team success and define success collaboratively versus individually;
  - work with colleagues in mind, be a good listener, and be willing to seek information and assistance when necessary.

**Special Working Conditions:**

Must have valid drivers’ license.