ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF DEVELOPMENT

Classification: Full-time, 12-month Employee
Pay Status: Hourly, Level V, Non-exempt
Fringe Benefits per Board Policy
Minimum Starting Wage: $18.25 per hour

This position reports directly to the Director of Development and is responsible for the financial records and fiscal integrity of the Foundation and auxiliary accounts, maintaining the data base of alumni, , and supports/assists the Director of Development with the Foundation Board of Directors and their functions.

Essential Functions

1. Provide premiere quality service to all constituencies of the College and those who communicate with the Foundation.
2. Engage in continuous quality improvement and professional development.
3. Be familiar with college and Foundation policies and procedures.

Duties and Responsibilities

1. Receipt, deposit and reconcile NCCC Foundation funds and donations, including funds for auxiliary accounts, using Quickbooks software to ensure accuracy and integrity of all accounts entrusted to the NCCC Foundation.
2. Process invoices, prepare check request forms, works with Foundation requisition, invoices, etc., as written here, and process payments for the NCCC Foundation and auxiliary accounts.
3. Monitor and process accordingly all electronic payments through Paypal and Square.
4. Reconcile all Foundation and auxiliary accounts on a monthly basis.
5. Maintain electronic and hard copy files of all financial transactions including but not limited to accounts payable, accounts receivable, reconciliations, and donations for annual audit.
6. Assist with Alumni Board activities which includes creating events, fundraising, etc.
7. Assist the director of development with campaigns and maintain the records for those campaigns.
8. Work with athletic director to maintain accurate records, deposits and payments of athletic auxiliary accounts.
9. Receive and process Foundation scholarship applications for review and approval of scholarship committee and create mail merges and process mass mail outs of scholarship awards
10. Maintain accurate records of Foundation scholarship awards and communicate with Financial Aid to ensure awards are posted to student accounts. Adjust awards when notified by Financial Aid of a student status change.
11. Assist with preparation of reports and data presentation materials. Perform word processing and spreadsheet tasks as needed by the development office.
12. Copy and collate materials for NCCC Foundation Board of Directors and NCCC committee meetings
13. Reserve meeting space and audio/visual as required for Foundation meetings.
14. Record and distribute minutes of NCCC Foundation Board of Directors and Foundation committee meetings.
15. Create and maintain development and alumni databases using the EX Jenzabar system.
16. Responsible for keeping documents scanned and filed on a daily basis.
17. Assist in monitoring and promoting NCCC Foundation social media accounts.
18. Maintain accuracy of information on Foundation pages of NCCC website.
19. Handle routine matters relating to the daily operation of the Foundation office.
20. Schedule and maintain appointments for the director of development.
21. Prepare and submit requisitions and budget transfer forms, travel requests and expense forms, and make travel arrangements.
22. Monitor the inventory of office supplies and order as necessary.

23. Operate various office machines such as computer, calculators, fax machine and copiers.
24. Create monthly Journal Entries to reflect investment activities.
25. Engrave custom orders for college departments.
26. Other duties as assigned by the director of development.

Required Knowledge, Skills and Abilities

1. Proficiency using the Microsoft Office Suite and Quickbooks is essential.
2. Ability to understand, develop, and implement data bases.
3. Excellent interpersonal skills, excellent verbal and written communication skills. Ability to project a positive and professional image to students, employees, alumni, and community members.
4. Extreme attention to detail, organizational skills, ability to manage a number of tasks at one time.
5. Demonstrated ability to learn and disseminate detailed information using a high level of interpersonal skills.
6. Sensitivity to, and awareness of, confidential materials.
7. Ability to work effectively with all populations.
8. Ability to exercise sound judgment.
9. Willingness and ability to work as a member of a team.

Education and Experience

1. Bachelors preferred, preferably in the area of accounting or financial management.
2. Associates degree in related field preferred**; AND** 3 years of work experience required, preferably in area of responsibilities of position; **OR**
3. High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. Work is normally preformed in a typical office setting
2. Occasional work alternative hours (other than 8 -5)
3. Travel possible
4. Ability to lift 20 pounds
5. Very limited exposure to physical risk

Application

Please submit a cover letter, resume with names and phones numbers of five references, unofficial transcripts, and NCCC employment application to: Human Resources Director, Administrative Assistant to the Director of Development, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.
Review of applications begins upon receipt.

Background and Motor Vehicle/Driving Record Checks

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

NCCC is an Equal Opportunity Employer

Non-Discrimination

The current non-discrimination policy can be found at:
http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf