Administration and Finance Assistant

Reports to the Executive Director and the Finance Director

Position Summary

The position requires sharp attention to detail, strong communication skills and a positive attitude. The Assistant will perform business-related tasks to include the administration of accounts payable, file and records management, communications, meeting logistics, and other administrative and organizational tasks. The ideal candidate should be proficient in QuickBooks, Excel and Word with technical accounting skills, possess strong problem-solving skills, and experience in accounting or as an administration assistant.

Administrative Responsibilities

- Coordinate and manage aspects of the Executive Director’s calendar. Ensure Executive Director is well prepared for meetings and equipped with information required for meetings, presentations, and travel

- Capture, edit and convey accurate meeting minutes; compile agenda items; arrange meeting details and communications; and, follow-up as necessary

- Support the coordination of event details for board and committee meetings and collaborate with other staff members involved in related work

- Support and engage in communications with students, instructors, board members, and community members

- Provide general administrative office support

- Assist in the implementation of research projects and reports as needed

- Maintain positive relationships with board of directors and work with the Executive Director and board chair to provide secretarial support and management of board documents

- Process expense sheets and invoices

- Maintain electronic and manual filing systems

- Provide information to internal colleagues or external enquirers

- Handle sensitive information in a confidential manner

- Open, sort and distribute incoming correspondence

Finance Responsibilities

- Process accounts payable including W9 and COI documentation

- Perform file and record management according to generally accepted accounting principles (GAAP)
- Track employee benefit changes and invoice costs
- Assist with year-end closings; preparation of W2s and 1099s; preparation and coordination of audit processes, areas of processing. Perform other duties as assigned

**Education and Experience Requirements**

High School diploma required; Associate degree, preferred

- Proven recent experience in accounting and as an executive assistant or other relevant administrative support experience
- Three to five years of financial and/or bookkeeping experience
- Proficient in QuickBooks, Excel and Word with technical accounting skills
- Ability to learn new software programs as needed
- Excellent communication skills – written, verbal and listening
- Ability to prioritize projects
- Good research skills and attention to detail
- Facilitate a proactive approach to problem-solving and employ strong decision-making skills
- Must be able to meet deadlines, handle confidential data, proofread for accuracy, work independently and as a member of a team.
- Knowledge of accounting principles (double-entry bookkeeping) and practices (GAAP proficient)
- Accuracy and attention to detail, as well as a track record of reliability, integrity, confidentiality and conscientious work habits

**Physical Demands**

This position requires limited travel and the ability to drive a car. A current driver’s license is required. The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this position frequently requires the use of hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 25 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Must be able to work weekends and holidays, as needed. This position requires fluency in English.

**Applications**

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

Review of applicants will begin immediately and continue until position is filled.