

Job Profile

Title: Office Assistant

Reports to: Business Manager

Status: Regular, Full-time, Non-exempt

Wage Range: \$13.56 - \$16.00

General Summary:

Provide information and assistance to the general public and assist with the day to day operation of the District office.

Essential Duties and Responsibilities:

- Assist the Executive Director, Business Manager, Facilities Coordinator, Lodging Manager, and Maintenance Supervisor as required, assuring the operation of the District's Business.
- Provide assistance with computer work, manage program information, answer phones and respond to the public.
- Update schedules and coordinate as needed between programs.
- Serve as cashier receiving funds for programs, rentals, and other transactions with the public.
- Perform data entry on a regular basis, inputting account, payment, class information and schedules.
- Perform other office related duties as required.

Job Specifications:

- Proven ability to work effectively with employees and general public with courtesy and tact.
- Computer Skills in Microsoft Office Suite as well as reservation databases. Working knowledge of contemporary software applications. Quickbooks experience a plus.
- Ability to plan, organize and maintain office functions.
- At least three years experience working in an office environment.
- Ability to work independently and prioritize communications with staff.
- Demonstrated knowledge of Vashon-Maury Island parks and facilities, geography, community resources, organizations, and history.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

| | | BOOKKEEPING | | CUSTOMER SERVICE | | LODGING | | HUMAN RESOURCES | |
|--|---|-------------|---|------------------|--|---------|--|-----------------|--|
| | Adobe | | | | | | | | |
| | Verizon | | | | | | | | |
| | NMA Subscription | 2 | 2 | | | | | | |
| | Payware Connect Subscription | 2 | 2 | | | | | | |
| | Gravity Payments | 2 | 2 | | | | | | |
| | Rec Pro Interface | 2 | 2 | | | | | | |
| | US Bank Statements | 2 | 2 | | | | | | |
| | Accountant | 2 | 2 | | | | | | |
| | Singlepoint Payroll | | | | | | | | |
| | EFTPS Federal Payroll Tax Payment | | | | | | | | |
| | Secure Access Voucher Upload Site | | | | | | | | |
| | Posting Bills in QB | 2 | 2 | | | | | | |
| | Paying Bills in QB, Including Manager Signatures and Treasurer Approval | 2 | 2 | | | | | | |
| | Submitting Documentation to King County | 2 | 2 | | | | | | |
| | Mailing Vouchers to Vendors | 2 | 2 | | | | | | |
| | Accounts Receivable - Collection and Monthly Invoicing | 2 | 2 | | | | | | |
| | Reconciliation of Accounts in Rec Pro | 2 | 2 | | | | | | |
| | Re-Allocations | 2 | 2 | | | | | | |
| | W-9 Queries and Storage | 2 | 2 | | | | | | |
| | Posting Revenue into QB | 2 | 2 | | | | | | |
| | End of Year Reconciliation | 2 | 2 | | | | | | |
| | Mileage and Time Card Audits | 2 | 2 | | | | | | |
| | Payroll | 2 | 2 | | | | | | |
| | Multiline Phones | 2 | 2 | | | | | | |
| | Respond to and Resolve Email Queries and Problems | 2 | 2 | | | | | | |
| | Maintain Hostmonster Email and Security Service | 2 | 2 | | | | | | |
| | Maintain Rackspace Email Service | 2 | 2 | | | | | | |
| | Performance Space Class Schedules, Instructor Contacts | 2 | 2 | | | | | | |
| | Maps and Hiking | 2 | 2 | | | | | | |
| | Liability Insurance | 2 | 2 | | | | | | |
| | Questions about Performance Space | 2 | 2 | | | | | | |
| | Explain Rates | 2 | 2 | | | | | | |
| | CBB Rentals | 2 | 2 | | | | | | |
| | Training on Key and Code for Renters | 2 | 2 | | | | | | |
| | 501c3 Designation | 2 | 2 | | | | | | |
| | Payments for Facility Use | 2 | 2 | | | | | | |
| | Internet, Software, Email Use | 2 | 2 | | | | | | |
| | Assist Customers with Payments, Refunds and Questions | 2 | 2 | | | | | | |
| | VRBO, AirBnB, TripAdvisor Accounts and Reconciliations | 2 | 2 | | | | | | |
| | Social Media re: Positions Open, Events and Accepting Friends | 2 | 2 | | | | | | |
| | Assist Low Tide Festival Organizers - Safety Vests | 2 | 2 | | | | | | |
| | Facilitate CBB Entries for Advertising | 2 | 2 | | | | | | |
| | Transfer Key, Code and Direction Questions to Manager | 2 | 2 | | | | | | |
| | Advertising Positions | 2 | 2 | | | | | | |
| | Interviewing | 2 | 2 | | | | | | |
| | Hiring Paperwork (Housekeeping and Pool) | 2 | 2 | | | | | | |
| | Grass Down L9 Documentation for All Temp Personnel | 2 | 2 | | | | | | |
| | Sailing and Swimming Personnel Certifications | 2 | 2 | | | | | | |
| | Training on Various Internal Systems | 2 | 2 | | | | | | |
| | Employee Manual Updates | 2 | 2 | | | | | | |
| | Staff Meeting Prep | 2 | 2 | | | | | | |
| | Make Copies of Licenses for VllB and Other Volunteers | 2 | 2 | | | | | | |
| | Conduct Background Checks | 2 | 2 | | | | | | |
| | Facilitate Training and Certification, Travel | 2 | 2 | | | | | | |
| | Explain and Update Benefits, Submit Paperwork | 2 | 2 | | | | | | |
| | Temporary Staff | 2 | 2 | | | | | | |
| | Regular Staff Informal Sessions | 2 | 2 | | | | | | |
| | Programs and Partners i.e. BARC, Sailing, Horse Assoc. | 2 | 2 | | | | | | |
| | Design Database for Reporting | 2 | 2 | | | | | | |

