

<b>Job Title:</b>	ADMINISTRATIVE ASSISTANT	<b>Job Code:</b>	1060491
<b>Department:</b>	WDVFD - Development Foundation		
<b>Print Date:</b>	2/4/2020	<b>Fair Labor Standards Act (FLSA):</b>	Non-exempt

### Position Summary

The Administrative Assistant provides primary secretarial support to the Director and the Foundation Board. The Administrative Assistant manages the accuracy and completeness of donor gift records and the donor recognition process. The Administrative Assistant is responsible for accurately tracking revenues and expenditures for restricted funds and also oversees the funds expenditures process, working with departments throughout Mercyhealth.

### Performance Standards

1. Provides primary secretarial support and serves as receptionist for the Foundation office and the Director, manages Director's schedule, meeting preparations for committees and Board functions, and follow-up. Organizes communications, mail, correspondence and filing for the Director in timely, accurate manner.
2. Provides primary secretarial support for the Foundation Board of Directors. Notifies Board members of meetings, including committee meetings. Prepares Board packets and information for presentations as needed. Handles logistics of Board and committee meetings such as room reservations, food service, audio visual support, registration, etc.
3. Attends Board meetings and takes minutes. Prepares in timely fashion for review by Director.
4. Utilizing specialized donor database software (Raiser's Edge), enters daily gift information for the Foundation and for Mercyhealth at Home into the donor database. Updates specialized fields, contact information, special notes, categories of donors, etc. for both individual and corporate donors to insure accurate, useful information.
5. Produces timely and accurate thank you letters for all Foundation gifts, utilizing appropriate templates and individualized correspondence.
6. Makes daily deposits accurately and in keeping with policies and procedures. Produces month-end and year-end revenue reports from donor software for Foundation and revenue. Balances these reports against daily deposit information.
7. Produces mailing lists and implements mail merge projects utilizing Raiser's Edge. Produces and maintains accurate donor lists for publication in newsletters and annual report.
8. Utilizes technology appropriately to assist in the development of relationships with our donors including the "Event" module in donor software, credit card acceptance software and equipment, and/or other software programs to provide up-to-the minute, accurate listings of donations and respondents to events.
9. Provides bookkeeping function, utilizing Excel and Quickbooks, to accurately track revenues and expenditures in more than 60 restricted revenue funds -  
- critical for integrity to donor wishes and overall Foundation accounting.

10. Processes check requests, purchase orders and other aspects of the funds expenditure process for Foundation operations. Logs those expenditures to provide accurate balances in the various funds. Works closely with requesting departments as well as with purchasing, finance and other departments in this process.
11. Provides support at Foundation events as needed..
12. Personifies customer service and represents the Foundation in a highly professional manner to all customers, internal and external -- including donors, board members, physicians, executives and personnel throughout the system.

*The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.*

*See next page for minimum requirements.*

Education	Physical Requirements/BFOQ	Minimum Requirements per 8hr shift
High School diploma or equivalent	<input checked="" type="checkbox"/> <b>Sedentary Work:</b> Prolonged Periods of sitting and exert up to 10lbs force occasionally	<u>Continuously</u> <u>Intermittently</u> Stand   .5 hrs   8.0 hrs Sit   .5 hrs   8.0 hrs Walk   .5 hrs   8.0 hrs
3 yr post high school education and 2 yrs corporate level administrative experience OR High School diploma and 5 yrs Corporate level administrative experience. Prefer Associate's Degree	<input type="checkbox"/> <b>Light Work:</b> Exert up to 20lbs force occasionally, and/or up to 10lbs frequently <input type="checkbox"/> <b>Medium Work:</b> Exert up to 50lbs force occasionally, and/or up to 20lbs frequently, and/or up to 10lbs constantly <input type="checkbox"/> <b>Heavy Work:</b> Exert up to 100lbs force occasionally, and/or 50lbs frequently, and/or 20lbs constantly <input type="checkbox"/> <b>Very Heavy Work:</b> Exert over 100lbs force occasionally, and/or over 50lbs frequently, and/or up to 20lbs constantly	<input checked="" type="checkbox"/> Perform repetitive tasks/motions <input checked="" type="checkbox"/> Distinguish colors <input checked="" type="checkbox"/> Hear alarms/telephones/tape recorder normal speaking voice <input checked="" type="checkbox"/> Have good manual dexterity <input checked="" type="checkbox"/> Have good eye-hand-foot coordination <input type="checkbox"/> Ability to see
	<input type="checkbox"/> <b>Evaluate the requirements and activity percentage in time for this position based on the following:</b> 1 - Not at all (0%) 2 - Occasionally (1-33%) 3 - Frequently (34-66%) 4 - Continuously (67-100%)	<b>Hazards - Exposure to:</b> <input type="checkbox"/> Toxic/caustic chemicals <input type="checkbox"/> Extreme conditions: hot/cold <input type="checkbox"/> Dust/fumes/gasses <input type="checkbox"/> Electrical shock <input type="checkbox"/> Moving mechanical parts <input type="checkbox"/> X-ray/electromagnetic radiation <input checked="" type="checkbox"/> High pitched noises <input type="checkbox"/> Communicable diseases <input type="checkbox"/> Blood and/or body fluids <input type="checkbox"/> Excessive sunlight/work outdoors <input type="checkbox"/> Unprotected heights <input checked="" type="checkbox"/> CRT (Computer monitor)
		<input type="checkbox"/> Operation of heavy equipment <input type="checkbox"/> Other (specify)

**License/Certification**  
Requires a valid driver's license (for a minimum of 12 months), a satisfactory driving record (as deemed by RHS), and proof of automobile insurance equal or greater to that required by the state of Illinois.

**Experience**  
Demonstrated experience working with confidential information.  
Experience in philanthropic environment and/or accounting experience preferred.  
Experience in Raiser's Edge database management software.  
Bookkeeping or other financial data management

Skill	1	2	3	4
<input checked="" type="checkbox"/> Strong organizational skills	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input checked="" type="checkbox"/> Effective verbal communication	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input checked="" type="checkbox"/> Effective written communication	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input checked="" type="checkbox"/> Quality customer service	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input checked="" type="checkbox"/> Grammar/Spelling	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

**List Personal Protective Equipment That May be Used In This Position**  
 Gloves

<input checked="" type="checkbox"/>	Read/Comprehend written instructions	<input type="checkbox"/>	1	Balancing	<input type="checkbox"/>	Gown
<input checked="" type="checkbox"/>	Follow verbal instructions	<input type="checkbox"/>	3	Reaching	<input type="checkbox"/>	Mask
<input type="checkbox"/>	Typing speed: (specify)	<input type="checkbox"/>	1	Twist at waist	<input type="checkbox"/>	Respirator
<input checked="" type="checkbox"/>	Clerical: filing, phones, data entry	<input type="checkbox"/>	2	Push/Pull	<input type="checkbox"/>	Face Shield/Goggles
<input checked="" type="checkbox"/>	Basic PC Skills	<input type="checkbox"/>	2	Lift/carry	<input type="checkbox"/>	Aprons
<input checked="" type="checkbox"/>	Windows software (MS Office)	<input type="checkbox"/>	2	Lift from floor level up	<input type="checkbox"/>	Other (Specify)
<input checked="" type="checkbox"/>	Other (specify)	<input type="checkbox"/>	2	Lift from waist level up		

Highly proficient in Excel, Access, Word and other software

Simple hand grasping:  
 3 Right  
 3 Left

**Age of Patients Served**  
 (For Nursing/Patient Care Positions)  
 Neonate (Birth-28 days)

**Mental/Emotional Requirements**

<input checked="" type="checkbox"/>	Manages stress appropriately	<input type="checkbox"/>	3	Right	<input type="checkbox"/>	Firm hand grasping: Infant (29 days-1yr)
<input checked="" type="checkbox"/>	Makes decisions under pressure	<input type="checkbox"/>	3	Left	<input type="checkbox"/>	Toddler (1-3yrs)
<input checked="" type="checkbox"/>	Manages anger/fear/hostility/violence of others appropriately	<input type="checkbox"/>	3	Right	<input type="checkbox"/>	Preschooler (3-6yrs)
<input checked="" type="checkbox"/>	Handles multiple priorities	<input type="checkbox"/>	3	Left	<input type="checkbox"/>	School Age (6-12yrs)
<input checked="" type="checkbox"/>	Works independently	<input type="checkbox"/>			<input type="checkbox"/>	Adolescent (12-18yrs)
<input type="checkbox"/>	Works in confined/crowded areas	<input type="checkbox"/>			<input type="checkbox"/>	Adult (18-64yrs)
		<input type="checkbox"/>			<input checked="" type="checkbox"/>	Geriatric (65+ yrs)
						No direct patient care

**DOT Code:**  
**201.362-030**

I have reviewed the above job requirements and verify that I meet the minimum requirements of this position.

**Employee Name:**

**Employee Signature:**

**Date:**

**Job Description and/or Minimum Requirements Revision Date: 6/1/2017**