



CATHOLIC DIOCESE OF RALEIGH  
POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

**Position Information**

Position Title: **Administrative Assistant**

Department: **Catholic Charities**

Reports To (Title): **Program Director**

Work Schedule:  M – F Hours: \_\_\_\_\_ to \_\_\_\_\_  Other: to be determined

Type of Employee (Hours worked per week)  Regular Full Time (≥30)  Regular Part Time (20-29)  Part Time (≤20)  Temporary (varies)

Percentage of Travel Required  0%  10%  25%  50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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**Position Summary**

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Administrative Assistant is responsible for performing bookkeeping, clerical, and data entry duties. The position will establish and maintain appropriate professional standards and represent Catholic Charities and its mission to the public.

**Duties and Responsibilities**

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- Bookkeeping Duties:
- Process all invoices for reimbursement
  - Collect reimbursement payments and maintain records of financial transactions
  - Maintain accounts by verifying, allocating, and posting transactions
  - Assist Program Director in the implementation of program budgets
  - Review monthly operating statements (i.e., Income Statements and General Ledger) with the Program Director for accuracy; initiate corrections as indicated
  - Prepare financial reports by collecting, analyzing, and summarizing program account information and trends
  - Prepare and submit expense vouchers according to agency guidelines
  - Maintain current and historical program financial records per agency policy and procedures

65.00

**Duties and Responsibilities** *continued from page 1*

Clerical Duties: - Compile and maintain program data and produce reports as assigned - Assist with grant applications and grant reports as assigned - Perform general clerical duties such as copying, filing and organizing office materials - Assist the Program Director and program staff in the management of scheduling appointments as needed - Compose correspondence on behalf of the Program Director as needed	20.00
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Other Duties: - Participate in all mandated trainings, meetings and best practice groups - Attend agency, staff, and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	15.00
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## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: \_\_\_\_\_  
Concentration: \_\_\_\_\_

### Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Office Support and Bookkeeping Years of experience: 2

### Qualifications

General Qualifications:

- Proven ability to manage a diverse office environment including bookkeeping and organizational skills
- Proficiency in oral and written English
- Authorized to work in the U.S.

Skills:

- Excellent interpersonal skills and ability to work on assigned projects independently as well as part of a team
- Proven computer skills including Word, Excel, and other similar applications
- Demonstrated ability to work effectively with a wide diversity of people from different cultural, ethnic, and socioeconomic backgrounds

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities
- Valid NC Driver's License and a vehicle in working order for business use

Preferred:

- Bilingual in Spanish/English oral and written communications

\*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings, as needed.

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input checked="" type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*