



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: _____

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) ☐ Exempt ☐ Non-exempt

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

Other Duties:

- Assist Program Director with volunteer coordination
- 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

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.	☐	☐	☐	☐
Sitting for extended periods	☐	☐	☐	☒
Standing for extended periods	☐	☒	☐	☐
Primarily office work	☐	☐	☐	☒
Primarily outdoor work	☐	☒	☐	☐
Primarily indoor work	☐	☐	☐	☒
Prolonged exposure to heat/cold	☐	☒	☐	☐
Prolonged exposure to loud noise	☐	☒	☐	☐

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

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	☐
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	☒
Intermittent Supervision: 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.	☐
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	☐
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	☐

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.