



## Administrative Services

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**Judith Barris**  
*Executive Director*

**David Speelman**  
*Board Chairperson*

POSITION: Administrative/Fiscal Assistant

RESPONSIBLE TO: Executive Assistant

EMPLOYMENT STATUS: Full Time

PRIMARY WORK SITE: Administrative Office

### GENERAL RESPONSIBILITIES:

Supports executive assistant by ensuring assigned tasks are completed with a high level of professionalism. Can easily represent the face of the Agency according to the tasks and supports needed. Will understand the Agency mission, will be able to mirror the mission throughout the community and in daily life.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

Ability to operate a personal computer, create and maintain Word and Excel documents, solve mathematical problems and use creative abilities.

Answer phone calls, direct calls and take accurate messages to be forwarded to the appropriate person/s.

Complete vouchers and forward to fiscal for payment. Copy and distribute as required.

Collect mail and other correspondence both internally and externally at Agency locations.

Weigh and stamp mail using postage machine to prepare outgoing mail for post office delivery.

Deliver and pick up mail each day at the post office and also the rural box located at the Road.

Run monthly usage report per program from the postage machine at the end of each month.

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6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

[www.accaa.org](http://www.accaa.org)

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Order office supplies and monitor janitorial supplies for ordering as needed.

Pick up materials from vendors as needed.

File confidential documents for Administration, Fiscal and Human Resources as directed.

Provide back up functions for fiscal as needed.

Collect W9's and create new vendor numbers.

Prepare cash receipts journal entries.

Prepare journal vouchers.

Compile New Hire and Benefits notebooks as necessary.

Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions as requested.

Perform additional Duties and assignments as requested.

#### SKILLS AND QUALIFICATIONS:

Strong organizational skills along with the ability to monitor and prioritize work load and meet deadlines.

Experience with accounts payable/account receivable and payroll.

Sustained concentration and attention to detail along with accuracy.

Excellent written and verbal communication skills.

Ability to understand and utilize computerized software systems.

Ability to work in a team environment and assist as needed in a collaborative fashion.

High school diploma or GED required.

Pass initial and regular drug screenings.

An available licensed vehicle, a valid Driver's License and insurability monitored by ACCAA insurance carrier.

Completion of a BCI background check.



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