

The Southern Baptist Theological Seminary

Position Description

Position Title: Administrative Assistant-Accounting Services

Department: Accounting Services

Position Code: L1100

Date Prepared: 11/1/13

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Administrative Assistant is responsible for providing secretarial, clerical and administrative support to the Controller and other Accounting department management.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Serves as the primary telephone receptionist for the Accounting department
- Prepares and manages correspondence, reports and documents for the Controller and other Accounting staff
- Maintains appropriate levels of needed supplies for the office and reorders supplies as needed
- Processes and prints weekly Accounts Payable checks, and prepares checks for mailing
- Inputs approved journal entries and expense reimbursement requests to the general ledger system
- Imports and posts journal entries and edits prepared by other offices on campus
- Provides support to the Manager of Accounting Operations by entering approved access to general ledger accounts for Seminary personnel to the accounting system
- Monitors daily operating cash account activity for the Seminary. Distributes wire and ACH transfer reports to appropriate Seminary personnel. Processes voided checks and stop payment requests
- Maintains appropriate departmental paper and/or electronic filing systems
- Provides support to Bursar and Accounts Receivable Secretary as needed

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a minimum of a high school diploma.

EXPERIENCE:

The person in this position should have a combination of education, training and experience that provides basic secretarial, clerical, accounting, and data entry skills.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Controller.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment.

EQUIPMENT:

The person in this position will use the following equipment: standard office machines, personal computer.