

Office Assistant

Job Information: The Office Assistant will be a part time position with the option to work some hours from home and with a flexible weekly schedule.

Supervisor: Executive Director, Warrensburg Main Street, Inc. FLSA Status: Non-Exempt, Exempt

Position Type: Part-time Compensation: \$12 per hour Hours: 15 -20 hrs/wk

Organization Mission:

The Mission of WMS is to promote, improve, and preserve the unique character and economic vitality of downtown Warrensburg, while embracing our growing community.

Organization Vision:

Our passionate vision is the continued economic growth and betterment of our historic downtown and community.

Job Summary:

The Office Assistant works with the Events Coordinator, Executive Director, Board Treasurer and organizations accountant regarding Warrensburg Main Street (WMS) finances and budget, including, but not limited to, budget reports, billing reconciliation, and rental oversight. The Office Assistant is primarily responsible for the financial management of the organization and providing assistance with daily responsibilities as needed. The office assistant is the primary administrator on budget updates along with rental properties bills, leases and management. Performs other duties as assigned by the Executive Director including but not limited to office organization, meetings, and general office tasks.

Job Scope:

The Office Assistant manages the financial aspect of the organization along with overseeing the organization's rental agreements. The Office Assistant is responsible for the development, execution and documentation of Warrensburg Main Street financial obligations. The Office Assistant will work closely with Main Street staff, board of directors, renters and financial institutions.

Essential Duties and Responsibilities:

1. Processes and/or oversees the processing of financial/business forms.

2. Checks, corrects and maintains a variety of financial and business records and documents.
3. Answers inquiries and provides information to staff and board on fiscal policies and procedures.
4. Prepares or assists in preparing various financial or administrative reports.
5. Processes requisitions for supplies and equipment.
6. May prepare various payrolls.
7. May initiate new procedures in accounting/business systems.
8. Maintain records and accounts for the various Main Street properties, to include collecting rent, contacting contractors and renewing leases.
9. Contributes to unit goals by accomplishing related duties as required.
10. Other office duties include general office work, answering phones, creating invoices, office housekeeping, and running errands.

The Essential Duties and Responsibilities list is intended as an illustration of the various types of work that will be performed, but it is not all inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Demonstrated experience in and knowledge of financial and business management.
2. Proficient with Microsoft applications utilizing Word, Excel as well as Google Applications.
3. Strong understanding of coding formulas.
4. Budgeting, accounting and office work experience.
5. Combination of higher education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical activity of this position: Fingering, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discrimination in sound. Mental acuity: Ability to make rational decisions through sound logic and deductive processes. Repetitive motion. Substantial movements (motions) of the wrist, hands and/or fingers. Speaking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

The physical requirements of this position: Primarily sedentary work. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time with walking and standing required only occasionally. Ability to walk upstairs.

The visual acuity requirements including color, depth perception and field vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The conditions the worker will be subject to in this position: The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from internal temperature fluctuations.

Additional Job Information:

The position will be part time and will have flexible working hours with the option of working some from home. The office assistant should have experience in finances to adequately succeed in this position. Jobs may vary depending on the need of Warrensburg Main Street.

Apply with an attached resume to director@warrensburgmainstreet.org
Job will be open till Wednesday July 10th.