

Job Description

<i>Position Title:</i>	Office Assistant
<i>Position Purpose</i>	
Responsible for supporting Misty Meadows administrative functions: Financials, Technology and Reception.	
<i>Organizational Relationships:</i>	
<ul style="list-style-type: none">• Reports to Office Manager	
<i>Resources Allocated:</i>	
<ul style="list-style-type: none">• Part Time	
<i>Primary Duties:</i>	
<ul style="list-style-type: none">• Basic bookkeeping in QuickBooks, including accounts payable, accounts receivable, bank reconciliation and financial reports• Basic reception duties – phone, guests• Organize and coordinate organizational calendar to include meetings and events.• Tech support for all Misty Meadows staff	
<i>Training & Education Preferred:</i>	
<ul style="list-style-type: none">• Bachelor's Degree in Business/Accounting or Related Field• Technological savvy: computer skills and knowledge of relevant software, knowledge of operation of standard office equipment.	
<i>Prior Experience Preferred</i>	
<ul style="list-style-type: none">• Proven abilities in the areas of time management skills and the ability to prioritize work.	
<i>Competency</i>	
<ul style="list-style-type: none">• Team player• Effective verbal and written communication skills• Knowledge of the Misty Meadows's mission, and passionate belief in its goals.	