

## **The Lion Foundation Job Description**

**Position:** Office Administrator

**Function:** Provide administrative assistance to the Project Coordinator and Executive Director for the management, organization and operation of The Lion Foundation

**Reports to:** Executive Director

**Time:** 15-20 hours per week

**Wage:** \$14 - \$15 per hour

Proficiency in computer programs such as Word, Excel, Access, database management, and Quickbooks required. Organizational, clerical and interpersonal skills a must.

### **Responsibilities & Duties**

- ◇ Support the mission of The Lion Foundation and work closely with Board Executive Director and Project Coordinator.
- ◇ Establish and maintain regular office hours with a minimum of two and possibly 3/4 office days per week to be set at fixed days.
- ◇ Maintain all accounting records and work closely with Treasurer.
- ◇ Maintain alumni and donor databases.
- ◇ Prepare and facilitate major mailings such as: Literacy Park Postcard, Annual Appeal, Golf Outing, Winter Celebration, and End of Year, etc... as needed.
- ◇ Maintain office and computer files which includes official Bylaws, organization process and procedures.

### **Office**

- Maintain and purchase office supplies and equipment as needed. Approval needed for large items.
- Maintain computer hardware & software. Back up: Giftworks donor software daily, Quickbooks when checks are written, alumni database files when changes are made, and high importance files weekly. All files monthly.
- Submit timesheets to Treasurer and Executive Director bi-weekly.
- Maintain payroll files received from Paytime, Inc.
- Provide office services such as typing, copying, mailing, phone messaging, record keeping and filing and other office duties as requested.
- Obtain mail from School District Administration office and Eisenhower mailbox. Open, distribute and process accordingly.

## **Donors**

- Process donations – enter in donor software, deposit checks, create and send acknowledgement letters.
- Maintain Giftworks donor software including pledges made, payments received and donor information changes.
- Send monthly, quarterly or yearly invoices for unfulfilled pledges as indicated.
- Prepare monthly donation report for Board meeting.
- Maintain Second Century Society List and prepare annual list in January of each year for publication.
- Track and report **EITC** donations as part of the annual reauthorization process submitted in May of each year to DCED. Provide prompt invoices to EITC donors to acknowledge their donations in a timely fashion per State requirements.

## **Programs, Projects & Events**

- Assist with all aspects of Special Projects and Events as needed.
- Maintain accounting records of all programs, projects and special events in coordination with Project Coordinator.
- Support Event Committees with training and use of the BidPal online giving system when needed.

## **Accounting**

- Maintain all accounting records and work closely with Treasurer.
- Prepare and submit month-end reports to Treasurer and accounting firm to include: Pledge Report, Payments Received, Pledges Receivable Reconciliation, and Check Register.
- Review all incoming invoices and submit to Executive Director for payment approval.
- Prepare checks for officer's signature.
- Maintain & update restricted fund spread sheets and reconcile with treasurer on a regular basis.

## **Taxes**

- Work closely with The Lion Foundation Treasurer and Auditor to complete annual audit and 990 filing.
- Maintain records of incorporation of IRS approval and copies of State and Federal filings.
- Prepare and file 1099s.
- Maintain approval status of PA state tax exemption.
- Maintain small games of chance license annually.
- Maintain trademark licensure and domain name registration.

## **Committee Support:**

- Coordinate and facilitate Foundation monthly meetings: sending out Doodle Polls to establish date, time, location; send out email reminders. Arrange for location.
- Attend monthly Board meetings and record minutes to be distributed to Board and Emeritus Board. Secretary of Board must sign off on all previous month's minutes when approved by Board at next meeting.

- Maintain yearly memberships to necessary outside organizations such as APEF and NSFA. APEF is up for renewal Jan 1st. Go online.

Other duties that may arise as directed by Executive Director.

**Qualified applicants should submit a cover letter and resume to [office@thelionfoundation.org](mailto:office@thelionfoundation.org) no later than May 22, 2019.**