



ADMINISTRATIVE ASSISTANT/FINANCE

DESCRIPTION

The Administrative Assistant/Finance supports the Finance Director and Executive Director in completing basic financial and accounting functions. Duties include assisting in accounts payable, accounts receivable and payroll processes of SODA. The position is currently open and available for immediate employment.

DUTIES AND RESPONSIBILITIES

- Uses computerized fund accounting system to processes purchase orders and accounts payable and maintains corresponding records and documentation including bank account reconciliations
- Uses computerized fund accounting system to processes bi-monthly payroll and maintains corresponding records and documentation including employee time sheets and leave requests
- Uses computerized fund accounting system to process accounts receivables and maintains corresponding records and documentation for invoicing, billing and payments
- Serves as first contact to answer the phone and direct phone calls and greet guests to the SODA offices
- Receives/processes incoming and outgoing mail and deliveries.
- Assists with special projects, and other general office tasks as needed or assigned.

QUALIFICATIONS AND PREFERENCES

- One or more years of experience working with financial/accounting records in a for-profit or non-profit business
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- Ability to effectively organize and maintain financial records for public disclosure
- Ability to self-start, work independently and meet multiple deadlines
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- High school diploma required and some college or relevant experience is a plus

SALARY RANGE

\$20,000 - \$25,000 based on education and experience; employer-paid health insurance and retirement benefits; 12 days annual leave and 14 holidays per year.

To apply, please mail a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resource Director, P.O. Box 709, Durant, OK 74702-0709 or email to bmccarty@soda-ok.org.

SODA IS AN EQUAL OPPORTUNITY EMPLOYER