



Academy of Certified Hazardous Materials Managers, Inc.

JOB DESCRIPTION

Effective 05/16/01

Category: **Staff**

Job Title: **Administrative Assistant**

Immediate Supervisor: **Administrator**

Subordinates: **Database Management and Administrative Clerk**

Job Description:

General – Supports and assists National Administrator by performing a variety of secretarial and financial accounting duties, such as Accounts Receivables and Accounts Payables, typing reports and memos, maintaining computer based and paper files, answering office inquiries, and performing administrative tasks. Performs special projects of a moderate to highly skilled nature.

Detailed -

I. Operations

A. General Performance Requirements

1. Conduct all activities efficiently and in compliance with all procedures, policies and rules.
2. Insure all work areas are kept neat and clean at all times. Help police all company areas daily and maintain them to project the image of professionalism and efficiency.
3. Maintain full knowledge of requirements for job performance.

B. Specific Performance Requirements

1. Sorting and Distribution of Incoming Mail
2. Process Accounts Receivables other than Dues/Overflow Processing of Dues Receivables
3. Deposits to Bank
4. Accounts Payable
5. Reconciliation of Administrative Checking Account/Corporate Checking/Nova Account-Credit Card
6. Tracking of Postage Usage for budget
7. Tracking of Conference Calls for budget
8. All Billing
9. Human Resources including tax deposits and employee tax returns
10. Tradeshow Booth Reservations
11. Maintenance and Distribution of Chapter, Committee, and Board Of Directors' contacts Listings
12. Maintenance and Distribution of Overview Course Listing
13. Recommend and Help establish Office Procedures and Policies
14. Document Review and Updating
15. Maintenance of Office Inventory List
16. Mass Emails to Chapters
17. Work with Webmaster to Maintain Chapter Contacts and Member Directory on the Web
18. Data Entry Overflow
19. Assist with Meeting Arrangements and Preparation
20. Supervise ACHMM Office and Office Staff in Administrator's Absence
21. Assist Administrator with Projects as assigned
22. Other Duties as assigned.

II. Meetings

A. Attend

1. Office Meeting

III. Files Management

A. Use

1. Quickbooks
2. Member Database

B. Maintain

1. Quickbooks and Administrative Checkbook
2. Chapter, Committee, Board of Directors, and Overview Course Lists
3. Office Inventory List

IV. Paperwork

- A. Financial Reports
- B. Dues and Non-Dues Related Invoices

V. Scheduling

- A. Schedule Booth Reservations
- B. Schedule Conference Calls

VI. Maintenance

- A. Maintain all work areas in a neat and organized fashion.
- B. Help to maintain the Facility grounds in an orderly manner that will promote a positive image of the company and it's personnel.

VII. Reports

- A. Use
 1. Operating Plan
 2. Operations Manual
 3. Payroll Reports
 4. Bank Statements
 5. Nova Credit Card Statements
- B. Issue
 1. Conference Calls
 2. Chapter, Committee, Board of Directors Listings
 3. Overview Course Listing
 4. Postage Usage

5. Combined Dues
6. Booth Usage

VIII. Special Projects

As assigned

Requirements:

Education -

1. High school diploma

Experience -

1. Two (2) to five (5) years
2. Two (2) years accounting experience

Skills -

1. Calculator
2. Personal Computer
3. QuickBooks knowledge
4. Excel Spreadsheets
5. General office equipment
6. Word Processing

Benefits:

1. Health Insurance Stipend
2. Eleven (11) paid company holidays
3. Earned sick leave after ninety (90) days
4. Eligible to use earned paid vacation after first full year of service.