



## **Administrative Assistant**

### South Suburban Special Recreation Association

**Contact Name:** Sarah Sizemore  
**Contact E-mail:** sarah@sssra.org  
**Contact Phone:** 815-806-0384  
**Closing Date:**  
**Salary:** \$37,000 - \$40,000

#### **Description:**

##### **Responsibilities**

The Administrative Assistant is responsible for maintaining participants registrations and household accounts, preparing board packets, inputting and updating on-line seasonal brochures, assisting with projects and other administrative tasks. The position requires general office skills, organized record keeping abilities, professional communication and customer service experience.

##### **Qualifications**

The following qualifications and experience preferred:

High School Diploma

Minimum of 5 years office experience. Skills to include knowledge and proficiency of computers. Experience with Community Pass Registration Software, Excel, Word and Accounts Receivables preferred.

Background in use of general office equipment such as copier, calculator, postage machine and telephone system.

Ability to demonstrate effective professional verbal and written communication skills.

Pre-employment drug and alcohol test required.

##### **Duties**

To maintain accurate and current registration records. Entering registrations and required forms.

Recording cash or credit card payments, refunds, discounts and scholarships to accounts.

Generate weekly reports for Superintendent of Finance.

Prepare all seasonal program folders with rosters. Ensure files are updated with correct forms and general information.

Prepare seasonal statistical reports.

Data entry of programs into the seasonal brochures.

Assist in specialized projects, agency correspondence, proofing and preparing the monthly board packets.

Oversee the collection of monetary donations for special events.

Responsible for maintaining household accounts receivable.

##### **Job Description**

Answering phones. Assist customers on the phone or in person. Perform receptionist duties.

Create and/or revise office forms. (routing sheets, emergency contact list, extension list, weekly work schedules, etc.)

Perform daily opening and closing duties.

Maintain office supplies and petty cash.

Actively Support Agency Safety program

Obey and enforce safety rules, regulations and procedures.

Observe and evaluate workplace conditions regarding safety.

### **Job Functions**

Physical Requirements:

Sitting: Up to 40 hours a week, standing desk available

Standing: Intermittent for copying/filing

Strength: Operate computer, telephone, calculator

Transportation: Ability to get to and from work

Audio: Answer phones, communicate with staff and public

Reaching: Reaching for items in storage cabinets, equipment room

Carrying & Lifting: carry paperwork, supplies up to 50lbs.

Twisting & Turning: putting away supplies/products

### **Scheduling and Pay:**

This is a full-time, non-exempt position. Scheduling is Monday – Friday 9:00 am – 5:00 pm. Target hiring range is \$37,000 – \$40,000 annually based on qualifications.

### **Benefits we offer:**

- Medical Coverage (PPO or HMO)
- Dental Coverage
- Vision Coverage
- Group Life Insurance
- IMRF Pension Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Wellness Days
- Health Club Membership
- Employee Assistance Program (EAP)

### **To Apply:**

Ready to embark on this exciting journey with us?

Visit us at Administrative Assistant - SSSRA ([bamboohr.com](https://bamboohr.com)) to complete an online application and submit your current resume.