



POSITION: Administrative Services Coordinator

REPORTS TO: Director of Administration

JOB SUMMARY:

The primary responsibilities of the Administrative Services Assistant is to maintain Ozarks Food Harvest's donor database with a high level of accuracy and confidentiality and also following strict guidelines on banking deposits and accuracy. Provide assistance with various tasks necessary to the day to day operations of the Business Office.

DUTIES & RESPONSIBILITIES:

- **Donor Database:** Weekly entry and processing of online donations. Update and maintain accurate donor database records. Reconcile lists of data to identify discrepancies and ensure accurate reporting.
- **Donations:** Directly responsible for monitoring donation entry to ensure donations are entered in a timely manner using FIFO method. Monitor direct mail coupons, shredding when process is complete under Director's direction.
- **Donor Letters:** Prepare special personalized thank you letters to donors, daily, utilizing provided outlines from Development. Copying checks and filing daily. Mail merges when necessary on special projects.
- **Deposits:** Responsible for deposits including 10 keying checks, scanning checks via desk top scanner to Commerce Bank, running reports and entering deposits into monthly deposit spreadsheet. Serve as liaison between the Business Office and other departments to ensure deposit coding accuracy. Ensure the security of all cash and checks received.
- **Agency Accounts & Grants:** Responsible for posting agency payments and adjustments, provide access to monthly statements to agencies via PWW and monitoring for past due accounts and credit limits.
- **Front desk:** Provide coverage at the front desk in Receptionist's absence.
- **Mail:** Sort, open and distribute mail with receptionist daily.
- **Contractor Certificates of Liability:** Maintain contractor certificate of liability spreadsheet monthly to ensure certificates are up to date.
- **Supplies & Food:** Responsible for monitoring office/kitchen supplies and ordering when needed. Order board meeting and other event meals. Monitor stationery supply and maintain inventory spreadsheet, stock closet and notify Development when to order.
- **Perform other duties as assigned.**

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SKILLS/EDUCATION/EXPERIENCE:

- Must be detail oriented and maintain a high level of confidentiality and accuracy.
- Excellent oral and written communication skills are mandatory.
- Working knowledge of Microsoft Office products in a Windows environment. Proficient with Excel and Word.
- Ability to multi-task in a fast paced environment during high volume periods.
- Ability to take constructive criticism and direction from management.
- Proven ability to work within an organization emphasizing teamwork and excellence.
- Dependability and punctuality a must.
- High School diploma required. College degree preferred or minimum of five years related working experience.
- Must show compassion and support/appreciation for hunger issues with a strong commitment to our mission.

This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. Ozarks Food Harvest has the right to revise this job description at any time.

Send resume to tkeller@ozarksfoodharvest.org. No phone calls, please.

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