

## JOB DESCRIPTION

<b>POSITION:</b>	Documentation Staff Support
<b>DEPARTMENT:</b>	220 Administrative: Information Technology
<b>REPORTS TO:</b>	Chief Administrative Officer
<b>Wage &amp; Hour Status:</b>	Non-Exempt / Full-time
<b>Pay Grade:</b>	110 CSC / Staff Support
<b>Hiring Range:</b>	\$18.01 - \$19.81

**PURPOSE:** Primary responsibilities include administrative support to the Administrative Information Technology Department and Finance Department

### DUTIES AND RESPONSIBILITIES:

- Audits employee travel/mileage reimbursement vouchers for accuracy in mileage calculations and coding selection.
- Performs routine clerical duties such as scanning, filing, and managerial support.
- Develops and maintains physical and electronic filing systems.
- Assists with travel arrangements.
- Prepares monthly bank deposits.
- Maintains and conducts regular contract file audits to ensure information is complete and within compliance standards.
- Assists with purchasing/contracting processes.
- Assists with Annual IT Inventory, receiving, data entry.
- Assists with compiling documents requested for audits and monitoring.
- Responsible for the monthly preparation of the finance binders.
- Prepares and maintains file retention schedule.
- Assists with year-end activities, such as:
  - Closing current year logs and creating new fiscal year logs.
  - Preparing files for storage.
  - Preparing new fiscal year folders.
- Collaborates as needed for special projects.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- High school diploma.
- One year office experience.

#### Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, and Excel).
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- Proficient with web-based applications.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.
- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Works independently with minimal supervision in a fast-paced environment.
- Knowledge of grammar, spelling, punctuation, and word definitions.
- Communicate both verbally and in writing effectively.
- Excellent multi-tasking and ability to take the initiative when appropriate.
- Establish and maintain effective working relationships with others.
- Understand and apply applicable rules, regulations, policies, and procedures.
- Perform assigned duties consistently in an efficient, professional, and courteous manner.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

- Associate degree in office management / business.
- Two years' office experience.

**Requirements:**

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Submit to and pass a level 1 background screening and E-Verify requirements.
- Requires a valid Government issued photo identification.
- Submit and pass a drug screening.
- Telecommute eligible, if applicable for portions of position.
- Work flexible hours/schedule, as needed.

**Work Environment:**

Works primarily in an office environment.

Approximate travel: 5%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.



[www.elc-marion.org](http://www.elc-marion.org)

2300 SW 17<sup>TH</sup> Road  
Ocala, FL 34471

Phone (352) 369-2315

Fax (352) 369-2475

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By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date