



Job Title: Part-Time Administrative Assistant
Department: Sheridan Recreation District
Job Type: Part time 29hrs per week or less
Benefits: This is a non-benefited position
Payrate Range: 14-16 Per Hr.
Supervisor: Executive Director

ESSENTIAL JOB DUTIES

We are seeking a reliable and organized Part-Time Administrative Assistant to join our team. The ideal candidate will be responsible for assisting with various administrative tasks to ensure the smooth operation of our office. This position requires excellent organizational skills, attention to detail, and the ability to multitask effectively.

JOB DUTIES/TASKS

- Process deposits and handle program registration.
- Organize bills and assist with accounts payable/receivable tasks.
- Open and close the office as needed, ensuring security protocols are followed.
- Make outbound phone calls to clients, vendors, and partners.
- Provide assistance to customers both over the phone and in person.
- Maintain and organize activity files for easy accessibility.
- Handle copying tasks as required.
- Assist with reconciliation of accounts.
- Manage the distribution of paychecks and filing of pay stubs and bills.
- Run errands for the office as necessary.
- Enter new hires into the system and manage unemployment paperwork.
- Coordinate room reservations for board meetings and other events.
- Handle recycling duties, including taking recyclables to the landfill.
- Assist with office cleaning tasks to maintain a tidy workspace.

WORKING CONDITIONS

- The majority of the work will be performed in an office setting
- Some physical activity may be required
- The role may involve running errands outside of the office such as bank deposits, requiring reliable transportation.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Proven experience in an administrative role or similar position.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and accuracy in completing tasks.
- Ability to work independently and prioritize tasks effectively.