



## Job Description

JOB TITLE:	Administrative Specialist
REPORTS TO:	Business Manager
STATUS:	Full-time, Hourly, Non-Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	No
NO. OF DIRECT REPORTS:	0
TRAVEL REQUIRED:	0-5%

### PRIMARY FUNCTION:

Process accurate information pertaining to accounts receivable, accounts payable, inventory & support business functions. Provide administrative support for partner agencies, donors and other customers and visitors. Maintain office activities to sustain a professional and efficient office environment.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### Administrative:

- Process incoming mail, including electronic communications
- Process donations, cash receipts, accounts payable and receivable transactions accurately and timely
- Assist with annual financial audit
- Maintain record keeping for W-9's and insurance certificates as needed
- Maintain record storage system according to EIF Policy
- Provide general office assistance such as copying, word processing, mail handling and filing

#### Inventory:

- Back-up for USDA commodity allocations
- Process invoices and/or donation orders including but not limited to Midwest Walmart & Prairie Farms
- Process and Manage Item Cards in Ceres accurately and timely
- Process product receivers
- File documents meticulously to maintain high-quality historical record
- Assist with data entry and purchase product reconciliation
- Reconcile monthly inventory counts to General Ledger
- Assist with reports/filings for food programs, including but not limited to, Feeding America and IDHS
- Assist with donations, product management, physical inventories, and inventory reconciliation
- Prepare inventory reports as directed

#### Other:

- Serve as back up for other office staff
- Develop proficiency in financial accounting software and related databases
- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

## QUALIFICATIONS:

Competencies, Education and Experience:

- Experience (minimum of two years) in an administrative office environment
- Non-profit experience is a plus
- Ability to represent EIF with professional poise and work effectively with a wide range of constituents
- Demonstrates compassion and sensitivity to vulnerable populations
- Microsoft Office proficient using Outlook and Word, highly skilled using Excel
- Excellent organizational, time management and follow-through skills, able to handle multiple tasks
- Strong attention to detail
- Self-directed and results-oriented
- Ability to communicate persuasively and articulately both verbally and in writing

## EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Friday as scheduled with occasional weekend evening hours. Personal transportation is required for all weekend and evening events.