



## Job Description

Job Title: ReMerge Office Administrator  
Reports to: ReMerge Operations Officer  
Status: Part time, Non-Exempt  
Date: March, 2019

### **Purpose of This Position:**

The ReMerge Office Administrator will support the ReMerge Program Director and the ReMerge Operations Officer by being responsible for the following: maintain electronic and paper filing systems as assigned, basic bookkeeping support; provide any other supportive services identified by the ReMerge Program Director and the ReMerge Operations Officer, or Executive Director. ReMerge is a female diversion program blending private and public funding to reduce the rate at which women with children are incarcerated in Oklahoma County.

### **The primary duties include the following:**

Work closely with ReMerge Program Director, the ReMerge Operations Officer and the Executive Director (ED) to help ensure that daily operations run smoothly and efficiently by performing necessary administrative and bookkeeping duties.

### **Duties and Responsibilities of this Position:**

- Filing
- Data entry
- Bookkeeping duties included but not limited to: prepare payment requests, scan accounting backup for payments and deposits and attach accordingly in QuickBooks; mail payments, including proper backup; enter credit card charges into QuickBooks and ensure credit card bill is in balance at the end of the month and billing cycle; maintain orderly bookkeeping files.
- Assist in other areas as assigned.

### **Education and Experience Required:**

Experience working in a fast-paced office environment; experience with administrative and bookkeeping duties; proficient in Microsoft Word, Excel, and QuickBooks; experience and/or knowledge of addiction and recovery, social services, criminal justice system, and/or justice reinvestment initiative preferred.

### **Experience Required:**

Community and collaborative work experience is preferred. Basic office experience, proficient in Microsoft Word and Excel with knowledge and experience in QuickBooks. Willingness to learn new skills, flexibility and comfort with ambiguity as program continues to evolve.

**Knowledge and Skills to perform this position:**

- Spreadsheet design and layout
- Basic bookkeeping knowledge
- Accurate word processing and data entry
- Computer and typing skills
- Ability to prioritize tasks in order to meet deadlines
- Ability to take direction from more than one staff person
- Excellent organization and documentation skills
- Excellent verbal, interpersonal, writing and communication skills
- Ability to establish rapport
- Ability to maintain a positive attitude toward staff, program recipients, community partners and employers, and collaborative members of the community
- Ability to work in a fast-paced environment
- Ability to work well in team environment
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, and clear sense of boundaries.
- Ability to work in a variety of settings with culturally-diverse consumers with the ability to be culturally sensitive and appropriate.
- Ability to legally operate a motor vehicle and provide own transportation.

**Electronic Equipment Requirements**

- Must be computer literate and proficient in Microsoft Office; must be able to operate standard office equipment.

**Decision Making Authority:** (When must employee consult supervisor?)

Once trained and familiar with the program, the position would require weekly consultation with supervisor.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Attendance**

Ability to comply with the organization's attendance policy as documented in the employee handbook required.

**Physical Requirements and Work Environment**

In the course of performing this work the staff will spend time sitting, standing, speaking and listening. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must have the dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment. The employee must have the visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently; must be able to hear, speak and communicate clearly.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

*This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*

**Acknowledgement of Job Description**

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that my job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of this position.

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**Employee Signature**

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**Executive Director**

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**Date**

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**Date**