

## OFFICE ADMINISTRATOR

**FLSA Status: Non-Exempt**

### **GENERAL DEFINITION OF WORK:**

Position is responsible for organizing and coordinating office operations and procedures of the Berkeley County Development Authority to ensure organizational effectiveness and efficiency. Direction may be provided by the Director or Associate Executive Director.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Serves as day-to-day office manager under the direction of the Director.
2. Maintain applicable accounting systems, i.e., QuickBooks.
3. Assist the Director and outside accounting firms with the compilation of annual financial statements.
4. Maintain official records as required.
5. Assist the Director with annual budget preparation.
6. Attend scheduled Development Authority meetings and prepare applicable meeting minutes.
7. Review and process invoices that are received.
8. Assist in preparing checks for deposit.
9. Interact with the public.
10. Perform all other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the operations of the Berkeley County Development Authority. Thorough knowledge of commonly accepted business practices; thorough knowledge of office technology skills; thorough knowledge of proper business English and spelling; thorough knowledge and expertise in the operation of personal computers with word processing and spreadsheet applications; ability to answer inquiries and assist the general public in a courteous manner; ability to organize and assist in a wide variety of projects; ability to understand and follow complex oral and written instructions; ability to supervise a small group of clerical/secretarial personnel possessing a wide variety of skills; ability to establish and maintain effective working relationships with perspective business representatives, associates and the general public. Ability to protect confidential information when warranted.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to an Associate Degree in Business Administration or extensive experience in managing the operations of a public service organization. Proficiency in a variety of office products, to include WORD, QuickBooks, and EXCEL.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

May require possession of a valid driver's license.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Development Authority is an equal opportunity employer.