Administrative Assistant- Accounts/Inspections
Oregon Tilth, Inc.

Job Description

Purpose: The Administrative Assistant's duties are to provide support to the Finance Director and Inspections Manager.

The duties of the Administrative Assistant- Accounts/Inspections cover the following areas:

A. Finance Director Support

1. Manage Accounts Receivable and Accounts Payable
2. Process Client Applications
3. Monitor receivables aging: communicate with certification operations team on non-compliances
4. Handle basic client inquiries
5. Prepare daily cash deposits
6. Compile reports based on Finance Director request.

B. Inspections Manager Support

1. Upload Inspections reports
2. Compile bi-weekly reports
    a. Timeliness/Report Submission
    b. Monitor due dates
    c. Report & Invoice
3. Create Letters to clients
4. Inspector invoice monitoring
5. Coordinate the distribution of inspection packets to Inspectors
6. Assign Inspections as necessary

C. Clerical

1. Maintain/organize filing system for Finance Manager
2. Maintain/organize contract inspector files
    a. Obtain current agreements, continuing education documents and resumes
3. Maintain Inspector data with current information in ecert.

D. Communications

1. Communicate with clients regarding finance related issues
2. Communicate with operators concerning inspection process
3. Answer client questions regarding certification program and application process.

E. Special Projects – as assigned

Job Specification

The qualifications for the job of Administrative Assistant- Accounts/Inspections include the following:

A. Education and Experience

1. Two-year college degree or equivalent work experience

B. Computer Skills

1. Database management
2. Word Processing
3. Email and Internet
4. Spreadsheets (Excel)
5. Familiar with both Macintosh and IBM operating systems
6. Quickbooks experience preferred

C. Skills

1. Communication
2. Writing
3. Organized
4. Detail oriented
5. Multi-task

D. Specific Skills and Abilities

1. Ability to work as member of a team, and interface with other branches of the organization.
2. Ability to solve problems and make decisions under pressure and time constraints
3. Ability to assess and evaluate current and future work loads
4. Ability to help develop and implement new systems as required by growth and changes in the industry.
5. Ability to communicate well with clients, members, and the public to explain Oregon Tilth programs clearly and to convey their needs and concerns to Oregon Tilth.