



## Administrative Assistant

<b>Job Title:</b>	Administrative Assistant for Catholic Foundation
<b>Location:</b>	Catholic Center
<b>Reports To:</b>	Executive Director
<b>FLSA Status:</b>	Full Time/Hourly Non Exempt
<b>Last Revised:</b>	6/15/2022

### **Summary:**

The Catholic Foundation of Southwestern Indiana, Inc. is currently seeking an experienced Administrative Assistant to be part of the Catholic Foundation team. The Administrative Assistant is responsible for coordinating the front office operations of the Catholic Foundation. In collaboration with the Executive Director and the Director of Philanthropy, ensure the coordination of office operations, procedures, and resources to facilitate the Catholic Foundation's effectiveness and efficiency toward our mission.

### **Duties and Responsibilities:**

#### **Financial**

- Make regular bank deposits, including but not limited to donor contributions
- Compile, scan, and organize invoices and deposit records
- Guarantee effective record keeping for all receipts and invoices
- Ensure proper organization of all financial records
- Maintain petty cash
- Code monthly bills to proper accounts
- Assist Accountant and ED with annual audit prep
- Organize and mail checks
- Ensure effective long-term record keeping in files, and online

#### **Administrative**

- In collaboration with the ED and DoP offices - ensure privacy, friendly interactions and an orderly first impression of the Foundation
- Draft and translate letters and documents for the Foundation
- Assist ED and DoP with meetings and events as necessary



CREATING CATHOLIC LEGACIES

- Transcribe meetings as necessary (minutes)
- Maintain donor database
- Maintain Endowment and Charitable Gift Annuity Records
- And other administrative tasks as assigned

**QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree preferred or Associates Degree with relevant experience
- 3 – 5 years of relevant experience, preferably with a nonprofit organization
- Advance knowledge of MS Office Suite, Google Apps, WordPress
- Knowledge of basic bookkeeping is preferred
- Exceptional organizational skills, and demonstrated ability to implement new systems that maintain operational integrity
- Willingness to learn new software as needed

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)