



## Overview of Role

<b><u>Position:</u></b>	Administrative Assistant	<b><u>Department:</u></b>	Finance
<b><u>Class:</u></b>	Part-Time, Days	<b><u>Wage:</u></b>	Dependent on Experience
<b><u>Status:</u></b>	Hourly Non-Exempt	<b><u>Reports to:</u></b>	CFO / Treasurer
<b><u>Notes:</u></b>		<b><u>Revised:</u></b>	05/04/2021

### Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

### Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

#### **Why:**

- The ministries of Fletcher Academy, Inc. are supported by the Finance team in order to 1) maintain appropriate controls, 2) serve both internal and external customers in matters related to accounts payable, accounts receivable, student finance, accounting, procurement/purchasing, cashiering, handling of and access to funds, and other corporate finance functions. The Finance Office exists ultimately to support the mission of Fletcher Academy in order that as
- The Finance Team requires administrative assistance in accomplishing their work in support of the strategic initiatives above, leveraging the capabilities of these two departments. Ultimately, the Finance Team's mission is to *"drive fiscal responsibility to create more opportunities for students to attend."*

#### **How:**

- **This role serves** as the front-line representative for the Finance Team, showing courtesy, warmth, and professionalism.
- **Cares** for each person they meet by showing respect, appreciation, and kindness, creating an inviting atmosphere for guests.
- **Serves** as primary incoming point-of-contact by answering phones and serving as receptionist.
- **Responds** to requests for information via e-mail and other mediums.
- **Tracks and reports** volunteer hours and positions served for analysis, review, and recognition.

- **Supports** the CFO, Senior Accountant, and Accounts Payable accountant with administrative tasks.
- **Provides** support during Fletcher Academy special events, i.e. registration, graduation, alumni weekend, etc.
- **Actively leads by example**, training, coaching, and mentoring student workers in department.

#### **What (Qualifications):**

- High school diploma or GED, some college preferred, bookkeeping/accounting background a *strong* plus.
- Strong delivery of consistently bright, friendly, and professional interactions and experiences.
- A working knowledge of desktop and mobile systems and a Cisco multi-line phone system.
- Must be able to read, write, and speak English fluently. Bi-lingual a plus, but not required.
- Must have a sincerely expressed desire to serve Christ, demonstrated by living and promoting the values thereof, and a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

#### **Who:**

- Reports to the Chief Financial Officer (CFO).

#### **Expectations:**

- The mission drives everything we do; students and patrons are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members.