

MFCP ADMINISTRATIVE ASSISTANT

The Administrative Assistant position at MFCP encompasses a diverse array of responsibilities crucial to the organization's operational and financial efficiency. From meticulously managing payroll and financial transactions to invoicing customers and providing detailed reports to key stakeholders, this role serves as the linchpin of administrative and accounting functions. Handling advertising operations with precision, including entering display and classified ads, ensures seamless communication with clients and publications alike. Beyond financial duties, the Administrative Assistant plays a pivotal role in maintaining membership records, updating the organization's website, and delivering a polished monthly newsletter to members. With a keen eye for detail, this position also oversees office management tasks such as mail sorting, supply procurement, and conference preparations. As a vital member of the team, the Administrative Assistant contributes to the smooth operation of MFCP by providing exemplary customer service, diligent record-keeping, and proactive support across various organizational functions. A summary of duties and responsibilities is as follows:

Payroll and Financial Duties:

- Manage payroll and payroll liabilities on a monthly, quarterly, and year-end basis.
- Work closely with the accountant, providing necessary documents and assistance.
- Enter bills into QuickBooks and pay bills weekly under the direction of the MFCP Treasurer.

Invoicing and Reporting:

- Invoice customers for advertisements placed and send out statements monthly using QuickBooks.
- Provide sales reports, receivables reports, and payables reports to the Treasurer and Executive Director weekly.
- Generate month-end reports and send them to the Board Treasurer and Director.

Advertising Management:

- Enter display ads into the system and bill accordingly.
- Send display ads and ad copy to publications for publication.
- Maintain spreadsheets for tracking insertion orders and ad sales by paper.
- Provide tearsheets to members upon request.

Classified Ads Management:

- Enter classified ads into FileMaker Pro and distribute them via Mailchimp weekly.
- Run classified ads and additional ads on the MFCP website.

Financial Transactions and Record-Keeping:

- Run credit cards for advertisers and send email receipts.
- Record invoices and payments in QuickBooks.
- Deposit checks as received and follow up on receivables.

Membership and Website Management:

- Check for active campaigns and update spreadsheets accordingly.
- Update the MFCP website as needed, especially during fiscal year transitions.
- Send out membership renewals.

Mail and Office Management:

- Check and sort mail regularly.
- Maintain office supplies and ensure printer/copier toner availability.
- Assist with conference preparations and attend conferences and in-person board meetings.

Newsletter and Document Management:

- Proofread, collect, and suggest articles for the monthly newsletter.
- Create and distribute the monthly newsletter using Mailchimp.